



SUMMER STUDENT POSITION

Part-time Position Available:

Summer Assistant, Centretown Community Food Centre, Ottawa

Context: The Centretown Community Food Centre (CCFC), founded in 1978, works to alleviate hunger in Centretown and several surrounding communities. The Centre's mandate and objectives are to provide food to those in need in a caring and supportive environment, respecting the dignity of each client. CCFC is one of the busiest centres in the city, serving over 17,000 clients a year. The CCFC receives funding from its parent organization, the Centretown Churches Social Action Committee, the Ottawa Food Bank, and corporate and individual donors and foundations. The Centre is located within a City of Ottawa Community Service Hub at 370 Catherine Street.

Duties, Tasks and Responsibilities: Under the direction of the Manager, assisting with the day-to-day operations of the Food Centre:

- Registering clients;
- Assisting with food inventory orders;
- Portioning food, filling shelves and preparing food orders for distribution to clients;
- Assisting volunteers;
- Assisting with receiving deliveries, lifting cartons of canned goods and produce;
- Maintaining an updated social media profile;
- Working with the manager, staff and volunteers to ensure that cleanliness and food handling safety standards are maintained;
- Responding to inquiries from clients and donors via phone and email;
- With staff, attending community events to increase awareness of the food centre
- Executing a client survey.

Requirements: Post-secondary student in social work, sociology, communications, non-profit management or related studies, currently enrolled in and returning to studies in the fall.

Must be eligible to work in Canada (Canadian Citizen or Permanent Resident)

Fluency in English and French essential, ability to lift 18 kg.

Reporting to: Manager, CCFC, and in their absence, Food Coordinator or Intake Coordinator

Hours of Work: 30 hours per week, during the Food Centre's hours of operation (8 am to 4 pm, Monday, Tuesday, Thursday, and 8 am to 2 pm on Friday), with some flexibility depending on workload and occasional attendance at community events outside these hours.

Dates: To be negotiated (approximately May-August)

Compensation: \$18.50 per hour

To apply: Send resume and covering letter to Chair, Management Committee, CCFC, at allisondingle@sympatico.ca

NOTE: Only candidates selected for an interview will be contacted

Closing date: April 10, 2026
