

April 16, 2026



## **JOB POSTING**

### **Food Hub Worker**

Burnaby Neighbourhood House is a non-profit organization offering a wide range of programs and services that respond to the diverse needs of local residents. Located on the traditional, unceded territories of the Coast Salish Nations, we are a volunteer-driven, community-funded agency with a strong commitment to neighbours supporting neighbours.

Under the direction of the Food Security Coordinator, the Food Hub Worker will support local community members who are dealing with food insecurity.

#### **Duties:**

The Food Hub Worker, under the direction of the Food Security Coordinator, will help with day-to-day logistics and food distribution at our North and South Food Hub sites. This position will assist to:

- Promote the Neighbourhood House philosophy by fostering collaboration across programs and supporting client integration.
- Provide information and referrals to a broad range of community programs and services for Food Hub participants.
- Support service providers attending Food Hubs to ensure smooth program delivery.
- Oversee food supply ordering, deliveries, and distribution processes.
- Ensure compliance with food safety standards, maintain food quality, and manage inventory.
- Maintain accurate and confidential records of donors and recipients.
- Track and maintain statistical data for reporting purposes.
- Collaborate effectively with volunteer teams and support their engagement.
- Build and maintain positive relationships with program participants.
- Actively manage inventory levels, including optimizing storage space and addressing capacity limitations.
- Perform administrative duties as required.
- Carry out additional responsibilities as assigned.

#### **Qualifications:**

- Experience in the food security sector, supported by a combination of post-secondary education and/or relevant hands-on experience.
- Demonstrated knowledge of and commitment to food justice, food security, and sustainable food systems.
- Experience working with individuals from diverse racial, cultural, ethnic, and socioeconomic backgrounds.
- Strong interpersonal, organizational, and communication skills.
- Proven ability to collaborate effectively with individuals, teams, and community organizations.
- Ability to work both independently and as part of a team in a dynamic environment.
- Proficiency in Microsoft Office applications.
- Valid Basic First Aid/CPR and FoodSafe certification (considered an asset).
- Proficiency in a second language (considered an asset).
- Valid Class 7 or Class 5 driver's license.
- Access to a reliable vehicle.

**Reports To:** Food Security Coordinator.

**Hours & Term:** 35 Hours per week. Schedule is flexible and may include evenings and weekends. This is a contract position until March 31, 2027, subject to funding.

**Compensation & Benefit:** \$22.64 per hour. Extended health benefits available after 3 months.

**Start Date:** As soon as possible.

**Deadline:** Until position filled.

**How to Apply:** Interested candidates should submit their resume and cover letter to [simoneg@burnabynh.ca](mailto:simoneg@burnabynh.ca).

Thank you for your interest in this position, however, only short-listed candidates will be contacted. No phone calls please.