



SOUTH VANCOUVER NEIGHBOURHOOD HOUSE

6470 Victoria Dr., Vancouver, BC V5P 3X7 ph: 604-324-6212 fax: 604-324-6116 website: www.southvan.org

Welcome Bienvenue 歡迎歡迎 Chào mừng Quý Vị Bienvenidos 환영합니다 ਜੀ ਆਇਆਂ ਠੂੰ

Food Hub Operations Programmer

Internal/External Job Posting

[Regular Part-Time, 18-month Maternity Leave Coverage]

South Vancouver Neighbourhood House (SVNH) is located on the unceded, occupied, ancestral, traditional and stolen homelands of the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish) and Sel̓ilwətaʔ/Selilwitulh (Tsleil-Waututh) Nations. We recognize the vast cultural diversity of Indigenous people and acknowledge the heterogeneity of their opinions, representation, needs and desires.

Program Description: SVNH is looking for a Food Hub Operations Programmer to support the South Vancouver Community Food Hub, an initiative in partnership with United Way BC and our network of 10+ community partners. We provide dignified, culturally appropriate food access for 330 households facing food insecurity across 6 locations in the Sunset, Victoria-Fraserview and Killarney neighbourhoods.

We are looking for a friendly, organized, and initiative-taking individual who is passionate about food justice to join our Food Team. The Food Hub Operations Programmer will work closely with a second Food Hub Operations Programmer to run internal operations at the SVNH Food Hub, which is located at W 49th Ave and Alberta St in Vancouver.

Job Responsibilities:

Volunteer Management

- Oversee volunteer recruitment, screening, scheduling, orientation, and ongoing management.
- Register volunteers and help them navigate internal processes (criminal record check, logging hours, SVNH membership, volunteer references).
- Organize volunteer days for corporate groups.
- Lead volunteers to sort and pack grocery boxes for participants.
- Train and support volunteers to be engaged, clear on tasks and follow Food Safety and Occupational Health & Safety standards.
- Help organize volunteer appreciation activities and events.
- Join SVNH Volunteer Systems Committee (monthly meetings).

Operations

- Design weekly food menu for grocery boxes.
- Order food and supplies within program budget and maintain purchase records.
- Help coordinate weekly food deliveries and pick-ups, track inventory, sort donated food, and ensure food is distributed in a timely manner according to the program's weekly schedule.
- Maintain a welcoming, inclusive environment and develop positive relationships with program partners, volunteers and participants alike.
- Maintain an organized and tidy warehouse. Ensure equipment is maintained and used safely.

Building Better Neighbourhoods Together Since 1977





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- Assist with training new staff in operations as needed.
- Provide program statistics and reporting on a regular basis.
- Incorporate community and volunteer feedback into program delivery.
- Support program tours, community engagement, fundraising and SVNH events as needed.

Skills and Qualifications:

- Interpersonal, organizational and teamwork skills are a must.
- Experience working in a multi-cultural, community setting, preferably with adults and seniors.
- Experience and/or education in food security, food services, and/or community services.
- Working knowledge of volunteer management systems and processes, volunteer supervision.
- Ability to use email, online filing systems (ex. Microsoft Sharepoint) and spreadsheets (ex. Excel) is required. Knowledge of data or inventory management tools is an asset.
- Passion for food security, equity and social justice.
- Fluent written and spoken English. Fluency of Cantonese, Punjabi, or Arabic is preferred.
- Able to obtain a clear criminal record check.
- Must be physically able to move and stand for extended periods of time and lift up to 50 lbs.
- Use of an electric pallet jack will be required; training and footwear will be provided.

Assets

- Valid FoodSafe Level 1
- Valid First Aid Certification
- Valid Class 5 Driver's License

Compensation: \$23.59/hour with extended health & dental, Municipal Pension Plan, vacation & sick leave.

Job Terms: Regular part-time, 24 hours/week. This is a temporary 18-month position for a maternity leave coverage, with possibility for adjustment or extension.

Availability: Applicants must be available Monday, Tuesday, Wednesday, Friday between 9:30am-4pm.

Application Period: May 8-22, 2025

Start date: June 9, 2025

Please email cover letter and resume by email with subject "Food Hub Operations Job Application" to: Joey Liu (she/her), Food Security Manager at joey.liu@southvan.org

Only applications with both a cover letter and resume will be considered. In your cover letter, please share why you are interested, and how your skills, experience and/or education apply to this position.

ANHBC is an equal opportunity employer. We value diversity and encourage qualified individuals from all backgrounds and identities to apply. Only short-listed candidates will be contacted. No phone calls.

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