



VCFHS Job Posting | Canada Summer Jobs

Position Title: FarmHub Production Assistant

Victoria Community Food Hub Society (VCFHS) is a not-for-profit charity that promotes good food for all. We operate programs that alleviate poverty and build food security at the same time as we support the local food economy. One of our major initiatives is the development of a regional community food hub and the South Island FarmHub. This is a social venture established in April 2020 to aggregate and distribute local produce and value-added goods in the Capital Regional District and distribute fresh healthy foods to local charities. We support over 80 farms, fisheries and processors to bring their foods to the warehouse where it is packed and then distributed to local charities and schools, as well as to homes, wholesalers and restaurants.

To learn more about our work, visit <https://www.victoriacommunityfoodhub.com/> and www.sifarmhub.ca

Job Description:

As a Production Assistant you will connect our community to healthy, local food by supporting the South Island FarmHub. You will be responsible for packing & fulfilling orders, delivery driving, light processing operations, product quality control and customer experience. In this role, you will be trained on the sales and fulfillment capacities inherent in the order system; receive farm orders from our suppliers and farmers, then build and deliver the outgoing customer orders. You may operate commercial light-processing kitchen equipment to support and streamline vegetable washing to light processing (i.e. chopping, blanching) to create products made from locally farmed produce. Requires occasional delivery driving around the region in a Sprinter van.

Qualifications:

- Be eligible under Canada Summer Jobs guidelines:
- Applicants MUST be between 18 - 30 years old, and be a Permanent Resident or Canadian Citizen.
- Valid BC driver's license
- Clean driving record and comfortable driving a large van
- Driving experience for a delivery company is an asset
- Willingness to adhere to workplace safety procedures and transportation laws
- Excellent organizational and time management skills
- Comfortable in a kitchen environment, kitchen experience an asset
- Valid FoodSafe Level 1 certificate (or willing to complete)
- Strong and clear verbal communication
- A team player and collaborative
- Detail-oriented
- A passion for strengthening our local food system and food security

Related Field of Studies:

- Environmental Sciences, Food Sciences, Agriculture, Geography, or Social Sciences.

Responsibilities:

- Order processing, preparation and packing at the Viewfield Warehouse Distribution Center
- Warehouse space set up, sanitation, and clean up
- Delivery driving in a Sprinter van
 - Drive and follow directions from delivery software through your phone



- Delivering orders and interacting with customers and charity partners in a professional manner
- Providing excellent customer service, answering questions, and handling on the spot concerns from customers
- Preparing reports and other documents relating to deliveries
- Working with commercial kitchen equipment for produce washing and light processing

Working Conditions:

Physical Effort: Standing for long periods of time; Sit with arms unsupported while typing (occasional computer work); lift and move up to 30lbs food totes; reach into salad washing tanks; occasional delivery driving around the Greater Victoria Region

Mental Effort: Focus on a variety of tasks; drive and follow directions from delivery software, operate commercial kitchen equipment

Work Environment: Office setting and optional home office; commercial kitchen and warehouse including loading dock, Sprinter Van driving (occasional)

Extra Perks of the Job

- Discount on food and produce at the South Island FarmHub
- Networking opportunities with farmers & makers, the Good Food Network and other social impact organizations
- Hands on training and mentorship

Applications due: May 5th 2024

Anticipated start date: Between May 13 to July 2nd, 2024

Wage: \$19-20/hr, plus phone use stipend

Hours: Approx. 20 Hours Weekly, Flexible schedule available. The total amount of working hours is 280 | Jun-Aug with potential to work September 2024

Please Note: IAF has made a bursary available for wage top-up. Student must apply by April 30 2024 to be eligible:

<https://iafbc.ca/summer-student-farm-worker-bursary-program/>

Application details: Please send your resume and cover letter in one PDF document with your last name as the name of the document. In lieu of a cover letter, you can submit a 1 to 2 minute video. **Send to info@sifarmhub.ca with Subject Line: "FarmHub Production Assistant - Your Name."** Please also include how you found out about this job opportunity in your email.

Note: If you have similar experiences, but do not meet these requirements exactly, we encourage you to go ahead and apply and elaborate in your cover letter. VCFHS is an equal opportunity employer and encourages applications from individuals from diverse communities, backgrounds, and experiences. All qualified applicants will be considered for employment without regard to ethnicity, race, national origin, age, religion, sexual orientation, gender identity or expression, family or parental status, veteran status, neurodiversity status and any other basis protected under Canadian and BC Human Rights legislation.