



# ST. ANDREW'S UNITED CHURCH

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website: www.standrews-northbay.ca



**Position Title:** St. Andrew's Loaves and Fishes Community Food Bank Manager

**Report to:** Loaves and Fishes Community Food Bank Committee or the Chair of St. Andrew's Outreach Committee

**Hours per week:** 15

**Rate of Pay:** Minimum Wage plus Benefits

**General Description:** To oversee the operation of the **St. Andrew's United Church Loaves and Fishes Community Food Bank (North Bay)**, including managing volunteers, ensuring adequate food inventory, and coordinating with donors and community partners to meet the needs of the clients.

## Major Duties:

- Place the weekly grocery order, arrange pick-up, ensure the order received is accurate, and provide grocery receipts to St. Andrew's bookkeeper.
- Ensure prompt completion of an internal invoice with receipts for food purchased from stores that do not provide invoices to St. Andrew's, and provide to St. Andrew's bookkeeper.
- Coordinate with The *Gathering Place* for the pick-up of Food Rescue items.
- Ensure rotation of grocery inventory, prioritizing older stock before newer groceries, and that outdated food is disposed of.
- Monitor the cleanliness of the refrigerators, kitchens, food bank room, and storage, including the temperature gauges in the refrigerators.
- Ensure the rolling cart is fully stocked with a range of grocery items and ready for the Food Bank.
- Ensure the Food Bank and Café rooms are set up and ready for the Food Bank.
- Manage the Food Bank budget, considering grocery items on sale, the frequency of clients' visits, and the number of points allocated.
- Manage the database of clients' visits and the volunteer hours.
- Complete a monthly report for St. Andrew's United Church Council
- Monitor and create content for St. Andrew's together newsletter, and social media.
- Ensure volunteers are trained in safety protocols and follow safety protocols at all times, including dishwashing, tripping hazards, the location of the AED (Automated External Defibrillator), the *Naloxone* kit, and First Aid kit.
- Monitor and assist in the de-escalation of any sensitive situation that arises.
- Applying for and maintaining grants to assist in the funding of the Food Bank.
- Ensure donors are thanked for their support in a timely manner.

## Requirements and Qualifications:

- Related experience working with vulnerable populations is an asset.
- Strong Interpersonal Skills and communication skills are required to communicate with clients, volunteers, and donors.
- Ability and willingness to work as an integral part of a team, creating an environment of collaboration.
- Passionate about helping people in need and fighting against hunger and poverty
- Strong organizational skills are valuable to track inventory, manage budgets, volunteers, clients, reports, and ensure smooth operation of the Café and Food Bank visits.
- Knowledge of safe food handling and inventory management.
- Flexibility is required to adapt to changing situations and flexible work hours.
- Cultural competency is necessary to understand and respect diverse backgrounds when working with people from various social, cultural, economic, and educational backgrounds.
- Ability to be patient, empathetic, and have the ability to handle sensitive situations when working with clients and volunteers.
- Proficient with computers; programs such as *Microsoft Word, Excel, Outlook, Internet, Canva, Facebook, and Instagram.*
- Valid driver's license and access to a reliable vehicle is an asset.

**St. Andrew's United Church** is committed to being a welcoming and inclusive work environment for all. We encourage qualified applicants of all ages, races, colours, ethnic origins, religions, abilities, gender identities and expressions, and sexual orientations to apply. Candidates who are invited for an interview are encouraged to inform the *Ministry and Personnel Committee* representative in confidence of their accommodation requirements.

Applicants are asked to submit a **current resumé** and a **letter of application**, marked to the attention of the **St. Andrew's Ministry and Personnel Committee**, by one of the following ways:

- **Electronically** by e-mail ([standrewschurch@cogeco.net](mailto:standrewschurch@cogeco.net))
- **By regular mail** to St. Andrew's United Church, 399 Cassells St., North Bay, Ontario P1B 3Z4
- **Personal delivery** to the Church Office during regular office hours - or via the mail slot located on the Cassells Street entrance (green wooden door) after hours.

**Please note that the application deadline has been extended to 5:00 pm, Thurs., April 30, 2026**