



The Lethbridge Food Bank  
1016 2<sup>nd</sup> Ave S, Lethbridge AB  
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[www.lethbridgefoodbank.ca](http://www.lethbridgefoodbank.ca)

### **Temporary Full Time Kitchen Assistant**

The Lethbridge Food Bank (LFB) is a not for profit organization established in 1982 to serve the needs of the community in Lethbridge and the surrounding areas. The LFB team works in cohesion to not only provide the fundamental need of food security but to help our clients grow and self-sustain.

The Lethbridge Food Bank is seeking to immediately fill a temporary full-time position. The **Temporary Full Time Kitchen Assistant** is responsible for assisting day-to-day operations of various positions mostly within the kitchen department at the Food Bank and reports directly to the Executive Director. Occasional evenings or weekend work may be required.

#### **Some Responsibilities include:**

- Knowledgeable with all department's task at Lethbridge Food Bank
  - Department area: Intake, Kitchen, Warehouse, Event/Volunteer, Administration
  - Mainly focused on assisting the operations of Mindful Munchies Lunch Program
- Attending and organizing events in conjunction with the Event Coordination
- Work with volunteers within different departments to ensure all tasks are completed
- Upholding safety standards in the workplace including food safety
- Responsible for volunteers working under their supervision

#### **Specific skills and qualifications:**

- Excellent organization and communication skills
- Applicant must be able to communicate effectively with others in a fast-paced environment and need to be self-motivated.
- Competency with computer applications (Microsoft Word, Excel and Outlook)
- Ability to work independently and well in a team atmosphere
- Must have the ability to lift up to 40 pounds on regular basis
- Class 5 Driver's License
- Must have access to a vehicle
- Must be able to provide a police record check

Interested persons can send their resume to [director@lethbridgefoodbank.ca](mailto:director@lethbridgefoodbank.ca)