



THE NEIGHBOURHOOD ORGANIZATION

Organizations: TNO - THE NEIGHBOURHOOD ORGANIZATION	Department: CORE
Program/Project: Canada Summer Jobs- TNO Food Collaborative	Position Title: Food Service Supervisor
Location and Hours of Work: 45 Overlea Boulevard	Position Type: Full-Time – 8 Weeks Contract Hourly Rate: \$18.00 per hour
Expected Start date: ASAP	Positions available: One Position

TNO - THE NEIGHBOURHOOD ORGANIZATION (TNO, formerly *Thornccliffe Neighbourhood Office*) is a community based multicultural, multi-service agency, which offers a broad range of programs to serve Thornccliffe Park, Flemingdon Park, and the surrounding communities through strengthening the quality of individual and community life.

Program Summary:

The TNO Food Collaborative Program is an emergency food response service that addresses the immediate food security needs of residents of Thornccliffe Park and Flemingdon Park. These two communities have been identified by the City of Toronto as Neighbourhood Improvement Areas and have a diverse and resilient population including a high number of youth and newcomers. Economic and food security are priorities for supporting residents in achieving their life goals. Recognizing that emergency relief is not a long term solution, the TNO Food Collaborative seeks to operate within the larger scope of TNO’s services to help connect clients to resources that can help them address and overcome the root causes of their food insecurity.

Position Summary:

This position is part of the Canada Summer Jobs Program.

Food Service Supervisor role encompasses a variety of tasks as listed below to support the provision of food to families and seniors who need extra support within the Thornccliffe and Flemingdon communities.

Main Tasks & Responsibilities

- Support TNO staff in organizing and implementing the food relief program.
- Support food packaging, delivery and supports for community members of Thornccliffe Park and surrounding areas.
- Work closely with community development leaders, residents and community partners, implementing all public health guidelines for safety, to best support emerging needs as they develop and change.
- Support community initiatives such as implementing communication plans, support resource development and will work closely with Youth Leaders
- Customer Service Support for existing and new TNO Foodbank clients
- Assist in the maintenance of TNO internal client database and data entry in Link 2 Feed – Daily Bread Food bank database

This position is funded through the Canada Summer Jobs Program. Participants must meet the following criteria:

- Be between 15 and 30 years of age at the start of the employment,
- Be registered as a full-time student in the preceding academic year; and intend to return to school on a full-time basis during the next academic year.
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment.
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

Qualifications and Experience Required

- Previous working experience in a food bank is an asset.
- Excellent English communications skills (reading, written and verbal). Ability to speak other language is an asset.
- Excellent customer service skills.
- Previous experience in a culturally diverse environment.

- Ability to manage multiple tasks and work with minimal supervision.
- Proven ability to work independently in a well-organized, professional manner.
- Knowledge of photocopier, fax, scanner, proficiency in the use of computers including word processing and printers.
- Ability to establish and maintain good working relationships with staff and volunteers.
- Proficiency in MS Office, Internet and E-mail.
- Knowledge of TNO programs and catchment areas is an asset.

Working Conditions

Hours of Work - Regular hours for 35 hours per week.

Location – 45 Overlea Boulevard

Hiring Conditions

Vaccination Requirement – As a condition of employment, TNO requires all new hires to provide proof of full vaccination against COVID-19 prior to the start date of employment. Applicants who have appropriate written proof of a medical reason, or a reason pursuant to the Ontario Human Rights Code for not being fully vaccinated against COVID-19, may provide such documentation to the Human Resources department for accommodation consideration. Such situations will be considered on a case-by-case basis.

Screening - As a condition of employment, the successful applicant must complete a Vulnerable Sector Screening. TNO will assist in the completion of the VSS.

TNO - THE NEIGHBOURHOOD ORGANIZATION - is committed to employment equity initiatives. We encourage residents of Thorncliffe Park, Flemingdon Park, and surrounding communities, and people who are racialized, Indigenous, people from the 2SLGBTQI+ community, people with disabilities and other equity-seeking groups to apply.

How to apply

To apply for the position candidates should send a copy of their application (cover letter, resume and any other document supporting your candidature) to Human Resources **by 5:00PM May 24th, 2022.**

[CLICK HERE TO APPLY](#)

Or Attn: Human Resources TNO - THE NEIGHBOURHOOD ORGANIZATION - 1 Leaside Park Drive, Unit, # 7 Toronto, Ontario, M4H 1R1

TNO – THE NEIGHBOURHOOD ORGANIZATION is an equal opportunity employer. Accommodation will be provided in accordance with the Ontario Human Rights Code. Should you require accommodation at any stage of the recruitment process, please contact 416-467-0126.

*We thank all applicants for their interest but only those selected for further consideration will be contacted.
For more information visit: <http://www.tno-toronto.org>.*