

Pantry Program Assistant

Canada Summer Jobs

Job Description

Two positions available

Revised: April 27, 2026



The Shelbourne Community Kitchen acknowledges with gratitude and respect that we operate on the traditional territories of the Coast Salish Peoples, specifically the Lekwungen (Songhees and Esquimalt) and W̱SÁNEĆ peoples.

Purpose

The Shelbourne Community Kitchen creates opportunities with people experiencing food insecurity to cook, grow, share, and connect for improved health and wellbeing. We offer a unique neighborhood food center model, where people gather to:

- Prepare and share healthy meals together;
- Access nutritious food;
- Work together to grow food and build gardening skills;
- Connect with other community resources and become resources for one another.

The Pantry Program Assistants provide support for participants as they access our Pantry Program and help to share information about other community resources that may be of benefit. This role provides support for front-line volunteer teams and assists with processing food donations and food portioning in accordance with Food Safe and BC Foodbank guidelines. The Pantry Program Assistants will also work alongside staff to tackle several projects that serve to reduce barriers to our programs while promoting member engagement, diversity and inclusion.

Specific Responsibilities

Pantry Program & Volunteer Support

- Work alongside Pantry Program volunteers (up to 12 per shift) to help create a welcoming, respectful, and inclusive environment.
- Provide front-line support to participants, including assisting with Pantry orders and new member registrations.
- Help with daily team coordination (e.g., morning meetings, communication boards, inventory checks) to keep programs running smoothly.
- Support volunteers in processing and packaging food for distribution.
- Assist with hosting volunteer service activities for local businesses and community groups, with guidance from staff.

Food Handling & Program Operations

- Receive, sort, and organize food donations following FoodSafe, WHMIS, and WorkSafeBC guidelines (training provided).
- Help process food rescue donations in line with Foodbanks BC standards.
- Restock Pantry shelves using first-in, first-out (FIFO) practices.
- Track basic inventory and communicate supply needs to staff.
- Assist with purchasing and transporting food and supplies (using Modo vehicles, if applicable).

Community Engagement & Partnerships

- Support outreach and relationship-building with community partners, including food drive initiatives and donation programs.
- Help strengthen connections with local businesses and organizations through engagement activities.

Participant Support & Community Resources

- Assist with administrative tasks related to the Grocery Gift Card Supplement program.
- Support coordination of the home delivery service, as needed.
- Help maintain and update community resource materials and directories.
- Assist with planning and coordinating Lunch and Learn events in collaboration with staff and partner organizations.

Volunteer Resources & Accessibility

- Support updates to volunteer training materials.
- Help coordinate translation and accessibility supports for program materials and communications.

Other Duties as assigned.

Qualifications

In accordance with Canada Summer Jobs requirements, applicants must be:

- Between 18-30 years of age inclusive.
- A Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act.
- Legally entitled to work according to the relevant provincial / territorial legislation and regulations.
- International students are not eligible, as per Canada Summer Jobs limitations.

Position Specific Requirements

- Clear criminal history check
- Valid BC driver's license, N class or higher

- Strong time management and leadership skills
- Occupational First Aid, Level 1, considered an asset
- Food Safe Level 1, considered an asset
- Comfortable lifting 30 lbs on a regular basis
- Proficient in Google Suite (Google Calendar and Google Drive)
- Patient, flexible, organized and collaborative

Hours and Compensation

- The position is 35 hours per week, at a rate of \$21/hr.
- Monday to Friday. Evening availability on Tuesdays is required.

Start Date

- This seasonal position starts on the date of hire and ends September 1, 2026.

Application Date

- Please send your resume and references to Kim Cummins, Executive Director apply@shelbournecommunitykitchen.ca
- **The deadline to apply is May 10th, 10:00pm PST.**

Only shortlisted candidates will be contacted.

The Shelbourne Community Kitchen is an Equal Opportunity Employer and Prohibits Discrimination and Harassment of Any Kind: The Kitchen is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at The Kitchen are based on job requirements and individual qualifications, without attention to race, age, religion, sexual orientation, gender identity, disability status or national origin.