



INTERNAL OPPORTUNITY

FOODBANK SERVICE COORDINATOR

Part-time position to begin March 2026

Salary: \$19.02/hr

Hours: 0 -10 hours per week

The UWSA Foodbank is a Harvest Manitoba service location that provides support to students and community members in need of support with food security. The program runs every Friday afternoon on campus. Foodbank Service Coordinators work together to deliver the Foodbank program, and report to the Program Manager, who acts as day-to-day management on behalf of the UWSA Board of Directors and Chief Operating Officer.

Duties include:

- Adhering to relevant UWSA and University of Winnipeg By-laws, policies, and procedures.
- Operate Foodbank on Friday afternoon, including pick-up from the loading dock and distribution at the service outlet.
- Meeting with the Program Manager as required.
- Working in liasion with Harvest Manitoba.
- Understand and appropriately navigate various issues related to food security.
- Coordinating the physical set-up of Foodbank items.
- Assigning volunteers to positions and managing conflict.
- Maintaining the organization of the Foodbank office/storage.
- Building and maintaining a welcoming, safe, inclusive environment at the Foodbank.
- Coordinating a crowd of 60 – 70 people during the Foodbank.

Experience & Qualifications:

- Ability to lift and move large items that are 50 – 100 lbs in weight.
- Ability to lift and move up to 50 lbs independently.
- Ability to load and unload carts with wheels, as well as to push, pull, and turn.
- Experience working with community organizations.
- Experience handling confidential information.
- Conflict resolution and de-escalation skills.
- Exceptional customer service skills; patient, professional, and able to work under pressure.
- Available to work Friday afternoon throughout the year, from 12 -5 PM.

Applications must be submitted by email. Please send your resume and cover letter to b.hewagamage@theuwsa.ca.

For more information, please contact the UWSA Program Manager, Binara Hewagamage at b.hewagamage@theuwsa.ca.

DEADLINE FOR APPLICATIONS IS: Monday, March 9th, 2025 BY 12:00PM