



Piikani Child and Family Services - Prevention

Job Posting: Food Bank Supervisor

Summary:

The Piikani Child and Family Services Prevention Department is launching a Food Bank initiative to support families and individuals within the Piikani Nation. We are seeking a motivated, organized, and compassionate individual to lead this initiative as the **Food Bank Supervisor**.

This supervisory role requires excellent communication and organizational skills, and a strong commitment to food security and community support. The successful candidate will oversee food bank operations, supervise staff and volunteers, coordinate donations, and develop community partnerships. The Food Bank Supervisor will report directly to the Prevention Manager and work closely with internal teams and external stakeholders to ensure the Food Bank is aligned with the values and needs of the Piikani Nation.

Working Conditions:

This is a full-time, indefinite-term position. This position is based in Brocket, AB, with regular working hours of 8:00 AM-4:00 PM, Monday through Friday. The salary range for this position is \$60,000 - \$70,000. A full benefits package is available following a successful 90-day probationary period.

Duties/Responsibilities:

- Develop policies and procedures for effective PCFS Food Bank operations.
- Provide training and guidance to PCFS Food Bank employees and volunteers for efficient delivery of service, safe food handling, and workplace safety procedures
- Create and manage work schedules for PCFS food bank staff and volunteers.
- Assist with the recruitment, training, and coordination of volunteers for food distribution.
- Maintain an inclusive and culturally appropriate food service.
- Willingness to learn about nutrition and special dietary needs of Piikani Members
- Source, receive, and manage donations of non-perishable and perishable food items, hygiene products, and other essentials.
- Build and maintain partnerships to support donations from within and beyond the Southern Alberta region.
- Maintain an inventory of donations and ensure safe handling of food.

- Organize pickup, delivery, and distribution of donations and food hampers.
- Utilize the Community Kitchen for programs like community meals, cooking classes, batch cooking and traditional food knowledge and skills.
- Conduct engagement initiatives with Piikani Nation community members for safe food handling, gardening, and other food sustainability training and knowledge.
- Ensure kitchen cleanliness, food safety, and respectful use of the services.
- Maintain a client database with accurate usage statistics and records.
- Ensure respectful, confidential, fair and equitable service delivery
- Handle client concerns and complaints
- Identify needs and trends through data analysis.
- Secure and maintain partners and donors through proposal and grant writing
- Maintain a professional and respectful environment in alignment with PCFS policies, procedures and values.
- Prepare regular Monthly statistical reports for the Prevention Manager.

Required Skills/Qualifications:

- Food Safety Certification (or willingness to obtain).
- Proficiency in Microsoft Office and willingness to learn new data management systems.
- Class 5 Driver's License with reliable transportation.
- Strong interpersonal, relationship-building and supervisory skills.
- Strategic and creative thinker with the ability to manage multiple priorities and work independently
- Experience in not-for-profit organizations is an asset.
- Background in food procurement and/or food security initiatives preferred.
- Ability to remain unbiased and professional in service delivery
- Ability to lift up to 50 lbs and perform repetitive tasks as needed.
- Must provide up-to-date Criminal Record Check and Child Intervention Check.