

Food Security Assistant

Position Type:	Student Hourly
Term:	May 2026 – April 2027
Time Commitment:	Mandatory in-person training (dates tbd) May 2026 – August 2026: 10-15 hours/week, dependent on operational need September 2026 – April 2027: 15-20 hours/week, dependent on operational need
Location:	Primary: UFV Abbotsford campus Occasionally: UFV Chilliwack campuses
Direct Supervisor:	Operations Coordinator, Student Wellness
Wage:	BC Minimum Wage + 10% in lieu of vacation and benefits

About the UFV-SUS Food Bank

The UFV-SUS Food Bank supports students experiencing food insecurity by providing food hampers, hosting a Breakfast Program, and offering food security education and events. We work to reduce barriers to food access and provide support in a way that is accessible, inclusive, and consistent. Our operations follow local food bank guidelines and campus policies.

Food Security Assistant Primary Responsibilities

The Food Security Assistant supports the Operations Coordinator in the daily operations of the Food Bank, Breakfast Program, and related food security initiatives. This role helps ensure services are organized, respectful, and accessible to students from diverse backgrounds.

Responsibilities

- Coordinate food hamper distribution across campuses, including scheduling pick-up, arranging deliveries, and managing uncollected hampers.
- Assemble food hampers that reflect students' dietary, cultural, and religious needs.
- Coordinate, receive, organize, and store grocery deliveries.
- Maintain a clean, organized, and safe food bank space.
- Perform physical tasks including lifting, transporting, and restocking supplies.
- Monitor inventory levels, expiry dates, and usage trends; maintain accurate inventory and usage records.
- Track basic food bank statistics to support ordering and reporting.
- Provide respectful, inclusive, and student-centered customer service in alignment with UFV values.
- Respond to Food Bank email inquiries and connect students to additional campus or community supports when needed.
- Support food security education and awareness initiatives.
- Share ideas for improving services and reducing barriers to access.
- Follow food safety standards, British Columbia's Freedom of Information and Protection of Privacy Act (FIPPA) requirements, and all UFV policies.

Qualifications/Skills

- Strong interpersonal and communication skills, with the ability to provide respectful and inclusive service to diverse students.
- Strong organization, time-management, and prioritization skills.

- Detail-oriented, especially when tracking inventory, data, and food safety standards.
- Able to maintain confidentiality and professional boundaries.
- Physically able to lift and carry up to 50 lbs and remain physically active throughout the shift.
- Comfortable working independently and collaboratively.
- Interest in food security and understanding how identity, access, and systemic factors shape food experiences.
- Reliable and accountable in meeting scheduled shifts and responsibilities.

Requirements

- Current UFV student; must have completed at least two semesters at UFV by the start of the Fall 2025 semester
- Maintain Good Academic Standing (min. 2.0 CGPA) throughout the entire Assistant term
- Participate in all required trainings and meetings

Your health and safety remain our number one priority, and all job duties will comply with UFV's campus access procedures and current government Health and Safety guidelines. We invite all students to apply for this position, inclusive of gender identity or expression, sexual orientation, cultural background, or personal experiences with mental health and wellness.

Benefits

- Gain hands-on experience in food security operations within a post-secondary setting.
- Build skills in inventory management, data tracking, and service coordination.
- Develop experience providing respectful and inclusive student support.
- Receive mentorship from the Operations Coordinator, including regular check-ins and training.
- Contribute to meaningful work that supports student access to food.