

Food Security Assistant

Position Type:	Student Hourly
Term:	May 2025 – April 30, 2026
Time Commitment:	20-25 hours/week dependent on operational need
Location:	UFV Abbotsford and Chilliwack campuses
Direct Supervisor:	Coordinator, Student Wellness

About the UFV-SUS Food Bank

The UFV-SUS Food Bank is designed to address food insecurity for the UFV student community. Our services include provision of food hampers, promoting food security educational resources and events, and hosting the Breakfast Program. We aim to reduce barriers to food access by allowing registered UFV students the right to request support throughout the semester. We follow local Food Bank guidelines and wise practice to promote food security in an accessible, inclusive, consistent, and sustainable manner.

Food Security Assistant Primary Responsibilities

The Food Security Assistant is primarily responsible for assisting the Student Wellness Operations Coordinator in Food Bank and Breakfast Program operations and is committed to improving the Food Bank's operations with a lens of social justice, equity and reducing barriers to access support. The student voice and experience are crucial to effectively promoting food security among the UFV student community and understand the needs of today's students.

Responsibilities

- Manage food hamper distribution, including packing, coordinating recipient pick-up, and handling uncollected items.
- Perform physical tasks such as lifting, transporting, and restocking supplies for food bank operations.
- Collaborate with student wellness and peer programs to plan, market, and deliver educational resources and awareness-raising across UFV campuses.
- Facilitate effective referrals in partnership with the Coordinator, Student Wellness, for concerns that exceed food bank operations.
- Conduct research on food bank operations to identify gaps, enhance efficacy, and address foundational issues related to food insecurity on campus.
- Set up, maintain, and clean up the daily breakfast program, including restocking supplies and washing equipment.
- Coordinate grocery deliveries and maintain accurate inventory records.
- Provide friendly customer service and adhere to UFV's equity and inclusion principles.
- Track and analyze user statistics to inform operational improvements and support program reporting.
- Adhere to British Columbia's Freedom of Information and Protection of Privacy Act (FIPPA) and to all UFV and Student Life policies and guidelines

Qualifications/Skills

- Excellent interpersonal and written communication skills
- Ability to maintain confidentiality and appropriate boundaries
- Creative problem-solving and customer service skills

- Excellent organisational and time management in response to changing workloads
- Commitment to learning about food insecurity, diverse cultural relationships to food, anti-fat bias, ableism, racism, and intersectionality
- Enthusiasm in providing support to the UFV student community
- Reliable, responsible, and able to work both independently and as part of a team

Requirements

- Current UFV student; must have completed at least two semesters at UFV by the start of the Fall 2025 semester
- Must be in Good Academic Standing (min. 2.0 CGPA) which must be maintained for the entire Assistant term
- Must be available for departmental training between August 25th and 29th (dates TBD)

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 practice and knowledge about the issues related to food security
- Gain experience working with colleagues in a collaborative and professional work environment
- Make a difference in the lives of others by creating and ensuring access to low-barrier, nutritious and culturally relevant foods to take home
- Develop leadership and self-reflective skills which will support success in future workplaces
- Be mentored by a UFV Student Wellness Coordinator, including weekly check in meetings and ongoing training