



Food Bank Coordinator

Competition # 2026-10

The Township of Georgian Bay is a growing water-based community located in the District of Muskoka along the eastern shore of beautiful Georgian Bay. We have a multitude of inland lakes, are a gateway to the world-famous 30,000 Islands and the access point to Georgian Bay Islands National Park. Steeped in history, our cultural roots are an important part of our community.

The Township has a permanent resident population of approximately 3,500 and an additional seasonal population of around 17,500. The municipal office is located in Port Severn which is a short commute from Barrie, Midland, Orillia, Parry Sound, and surrounding areas. Read our [Community Profile](#) to learn more about the Township.

Overview: We are looking for a Food Bank Coordinator to join our team on a part-time basis (for approximately 1 day/week). This position is responsible for the coordination of day-to-day operations of the Port Severn/Honey Harbour Food Bank. Ensure food resources are rotated, procured, stored, and distributed in a safe, organized, and dignified manner. Support fundraising initiatives and maintain positive relationships with community partners and service users.

Duties include but are not limited to:

- Coordinate and oversee daily food bank operations, including food collection, storage, rotation, and distribution.
- Develop and maintain relationships with food donors, community partners, and volunteers to ensure a steady supply of food resources.
- Manage inventory levels and ensure proper storage and handling of perishable and non-perishable food items.
- Assist with fundraising efforts and community outreach initiatives.
- Ensure the food bank space is clean, organized, and compliant with health and safety standards.

Knowledge/experience:

- Post Secondary education in Social Work, Human Services, Community Services, or a related field, or equivalent combination of education and experience.
- Class G Driver's License with the ability to provide a clean drivers abstract.
- Food Handler certification.
- Training or experience working with at-risk or vulnerable individuals. Ability to provide a clean Criminal Record and Vulnerable Sector Check.
- Strong organizational, communication, and interpersonal skills.
- Ability to work independently and exercise sound judgement.
- Physically able to perform heavy lifting, standing, and moving items as required.
- Previous experience in food bank operations, inventory management, or community-based programs is an asset.

Wage rate: \$25.88 per hour plus 4% vacation pay. This is a part-time position for approximately 1-day per week.

Interested individuals are asked to forward their resume and cover letter no later than **4:00 p.m. on February 27, 2026**, to the Human Resources Department by email jobs@gbtownship.ca

The Township of Georgian Bay is committed to an inclusive, barrier free environment. Accommodation will be provided in all steps of the hiring process. Please advise the Township's Human Resources Department if you require any accommodations to ensure that you can participate fully and equally during the recruitment and selection process.

We thank all applicants for their interest in the Township of Georgian Bay; however, only those selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Privacy Protection Act, all information collected under the authority of the Municipal Act, 2001, will be used only during the selection process for the subject of posting.