



VCFHS Job Posting | Canada Summer Jobs

Position Title: FarmHub Production Assistant

Victoria Community Food Hub Society (VCFHS) is a not-for-profit charity that promotes good food for all. We operate programs that alleviate poverty and build food security at the same time as we support the local food economy. One of our major initiatives is the development of a regional community food hub and the South Island FarmHub. This is a social venture established in April 2020 to aggregate and distribute local produce and value-added goods in the Capital Regional District and distribute fresh healthy foods to local charities. We support over 80 farms, fisheries and processors to bring their foods to the warehouse where it is packed and then distributed to local charities and schools, as well as to homes, wholesalers and restaurants.

To learn more about our work, visit <https://www.victoriacommunityfoodhub.com/> and www.sifarmhub.ca

Job Description:

As a Production Assistant you will connect our community to healthy, local food by supporting the South Island FarmHub. You will be responsible for packing & fulfilling orders, light processing operations, product quality control and customer experience. In this role, you will be trained on the sales and fulfillment capacities inherent in the order system; receive farm orders from our suppliers and farmers, then build and pack them for customer delivery. You may operate commercial light-processing kitchen equipment to support and streamline vegetable washing to light processing (i.e. chopping, blanching) to create products made from locally farmed produce.

Qualifications:

- Be eligible under Canada Summer Jobs guidelines:
- Applicants MUST be between 18 - 30 years old, and be a Permanent Resident or Canadian Citizen.
- Willingness to adhere to workplace safety procedures
- Excellent organizational and time management skills
- Comfortable in a warehouse and kitchen environment
- Experience working on a farm, restaurant, or grocery store an asset
- Experience working on assembly lines an asset
- Valid FoodSafe Level 1 certificate (or willing to complete)
- Strong and clear verbal communication
- A team player and collaborative
- Detail-oriented
- A passion for strengthening our local food system and food security

Related Field of Studies:

- Environmental Sciences, Food Sciences, Agriculture, Geography, or Social Sciences.

Responsibilities:

- Order processing, preparation and packing at the Viewfield Warehouse Distribution Center
- Warehouse space set up, sanitation, and clean up
 - Providing excellent customer service, answering questions, and handling on the spot concerns from customers
 - Preparing reports and other documents relating to deliveries
- Working with commercial kitchen equipment for produce washing and light processing



Working Conditions:

Physical Effort: Standing for long periods of time; Sit with arms unsupported while typing (occasional computer work); lift and move up to 30lbs food totes; reach into salad washing tank

Mental Effort: Focus on a variety of tasks; follow directions; attention on repetitive tasks, operate commercial kitchen equipment

Sensory Load: High sensory input across all front, Requires constant alertness and adaptation

Auditory: Sudden loud noises (metal on concrete, dropped tools, forklift beeps); Overlapping conversations and shouting over noise; High-pitched alarms or timers; Doorbell and phone buzzers; Echoes from the open space amplifying every sound; Fans or ventilation systems humming

Visual: Fast-paced movement everywhere—people, pallets, forklifts; Color-coded signage, safety markings, and hazard tape; Fluctuating lighting (bright fluorescents or dim corners); High visual clutter—stacked boxes, supplies, and tools

Tactile: Handling of cold, frozen, wet goods; Vibration from tools and machines; Overall cold temperature, Sudden colder temperature shifts (walk-in freezer)

Work Environment: Commercial kitchen and warehouse including loading dock, occasional desk work in office setting and home office

Extra Perks of the Job

- Discount on food and produce at the South Island FarmHub
- Networking opportunities with farmers & makers, the Good Food Network and other social impact organizations
- Hands on training and mentorship

Applications due: April 25th 2025

Anticipated start date: Between April 28 to May 5, 2025

Wage: \$19-20/hr

Hours: Approx. 20 Hours Weekly, Flexible schedule available. May be required to work occasional weekends. The total amount of working hours will be approximately 280 | Late April to July with potential for extension.

This position is contingent on Canada Summer Jobs funding.

Application details: Please send your resume and cover letter in one PDF document with your last name as the name of the document. In lieu of a cover letter, you can submit a 1 to 2 minute video. **Send to info@sifarmhub.ca with Subject Line: "FarmHub Production Assistant - Your Name."** Please also include how you found out about this job opportunity in your email.

Note: If you have similar experiences, but do not meet these requirements exactly, we encourage you to go ahead and apply and elaborate in your cover letter. VCFHS is an equal opportunity employer and encourages applications from individuals from diverse communities, backgrounds, and experiences. All qualified applicants will be considered for employment without regard to ethnicity, race, national origin, age, religion, sexual orientation, gender identity or expression, family or parental status, veteran status, neurodiversity status and any other basis protected under Canadian and BC Human Rights legislation.