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VCFHS Job Posting | Canada Summer Jobs

Position Title: **FarmHub Production Assistant**

Victoria Community Food Hub Society (VCFHS) is a registered 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. We aggregate and distribute local produce and value-added goods in the region and distribute fresh healthy foods. We support over 90 farms, harvesters, 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 and restaurants.

Learn more about us: www.sifarmhub.ca, and <https://www.victoriacommunityfoodhub.com/>

Job Description:

Do you love local food and the satisfaction of building fresh from the farm harvest boxes?

As a Production Assistant you will connect our community to healthy, local food by supporting the South Island FarmHub. You will work alongside our Production Team and will be responsible for packing & fulfilling orders, delivery driving, light processing operations, product quality control and customer experience. In this role, you will be trained on our sales and fulfillment system; receive farm orders from our suppliers and farmers, then build and deliver the outgoing customer orders.

Qualifications:

- Be eligible under Canada Summer Jobs guidelines:
- MUST be between 18 - 30 years old, and be a Permanent Resident or Canadian Citizen.
- Willingness to adhere to workplace safety procedures and transportation laws
- Detail-oriented with excellent organizational and time management skills
- Comfortable working in a warehouse and commercial kitchen environment
- Valid BC driver's license and Clean driving record and comfortable driving a large van an asset
- Strong and clear verbal communication
- Team player and collaborative
- A passion for strengthening our local food system and food security

Related Field of Studies:

- Food Services, Logistics, Supply Chain Management, Agriculture, Food Systems, Culinary Arts

Responsibilities:

- Order processing, preparation, packing at the Viewfield Warehouse Distribution Center
- Warehouse space set up, sanitation, and clean up
- Working with commercial kitchen equipment (occasionally)
- *Not Mandatory* - Delivery driving in a Sprinter Van (Occasional for vacation or sick day relief); follow directions from delivery software through your phone; delivering orders and interacting with customers and charity partners in a professional manner; Providing excellent customer service, answering questions, and handling on the spot concerns from customers; Preparing reports and other documents relating to deliveries



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Working Conditions:

Physical Effort: Standing for long periods of time; Sit with arms unsupported while typing (occasional); lift and move up to 50lbs food totes, boxes, and equipment; bend and reach into bins; push and pull large carts; operate Manual Pallet Truck/Jack (often)

Mental Effort: Focus on a variety of tasks; follow directions; attention on repetitive tasks, operate commercial kitchen equipment (occasional), operate Manual Pallet Truck/Jack (often). Drive and follow directions from delivery software, operate commercial vehicle (occasional)

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

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. Street traffic, traffic and constructions signs(occasional);

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

Personal Space: Packing tasks performed in assembly-line setup and working in close physical proximity to other team members with frequent interactions

Work Environment: Warehouse including loading dock, commercial kitchen, occasional desk work in office setting. Refrigerated areas and coolers, outdoors in various weather conditions. Delivery Van, urban areas, farmland, warehouse outdoors community spaces (occasional)

Extra Perks of the Job

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

Applications due: May 1st 2026

Anticipated start date: between May 11 to June 1st 2026

Wage: \$19.50 to \$21 per hour depending on experience

Hours: 20 to 30 Hours Weekly, structured shifts. Total amount of working hours is 280

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 jobs@sifarmhub.ca with Subject Line: "FarmHub Production Assistant - Your First and Last 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.