

VCFHS Job Posting

Position Title: **Production and Delivery Senior Assistant**

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 operation of a regional community food hub and the South Island FarmHub. We aggregate and distribute local produce and value-added goods in the region and distribute fresh healthy foods. We support over 80 farms, harvesters, fisheries and processors annually 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/>; www.sifarmhub.ca

As Production & Delivery Senior Assistant you will help connect our communities to healthy, local food by supporting local farmers and food makers in the Capital Region. You will receive, unload, sort and pack orders for FarmHub customers, including charities and schools. You will also occasionally act as a backup delivery driver. Through this role, you will be a front-facing representative of the FarmHub to our farm suppliers and customers.

In this role, you will be trained to fulfill outgoing customer orders, and to use our online marketplace to perform product listing, customer service, inventory management and reporting. You may occasionally lightly process in-house and/or farmer products (chopping, blanching) with the team, following commercial kitchen and food safety protocols. This is a fast-paced, energetic and physically engaging position. Strong and consistent communication with the FarmHub Manager is mandatory and extremely important. This position is meant to build a path to Assistant Manager: aligning qualifications will be considered in position negotiations.

In addition to role-specific responsibilities, you will work as part of the VCFHS team in support of organizational priorities. This includes participating in team meetings, training and professional development, supporting volunteers, and supporting activities that nurture the organization, its partners, and the communities we serve.

Key Responsibilities:

- Warehouse production and inventory management
- Fulfilling orders with accuracy in a timely manner
- Maintaining a clean and safe work environment
- Webshop vetting and continuous learning to better utilize features of the Local Food Marketplace platform.
- Online store setup, product monitoring
- Supplier relations and wholesale coordination
- Providing excellent customer service, answering questions, and handling on the spot questions or concerns from clients
- Preparing reports and other documents relating to processing standards + practices for FarmHub
- Creating daily workplans and organizing daily tasks for a small team of staff and volunteers
 - Volunteer Coordination and supporting community members offering their time
- Occasionally loading, transporting and delivering items to clients or businesses in a safe, timely manner.
 - Utilize navigation/routing GPS apps for deliveries

- Occasionally supporting the team with light kitchen processing (chopping, blanching, freezing produce)
- Working closely with the FarmHub Manager to further develop the FarmHub program and brand

Qualifications:

- Valid Class 5 FULL driver's license
 - Comfortable driving Sprinter size van
 - Clean driving record
 - At least 2 years driving experience for a delivery company an asset
- Willingness to adhere to assigned routes, schedules, safety procedures and transportation laws
- Knowledge of Local Food Market Place (LFM) online platform or similar e-commerce an asset
- Experience in wholesale food sales, order fulfillment, and distribution an asset
- Experience with aggregation, receiving, sorting, and inventory management an asset
- Excellent organizational and time management skills
- Exceptional interpersonal and customer service skills
- Strong and clear verbal communication
- A collaborative team player
- Detail-oriented
- FoodSafe Level 1 an asset
- Experience farming an asset
- A passion for strengthening our local food system and food security

Working Conditions:

Physical Effort: Fast moving; Stand for long periods of time; Sit with arms unsupported while typing (occasional computer work); lift and move up to 30lbs food totes; organize products in cold walk-in fridge and freezer; use knives and light food processing equipment; drive deliveries around the Greater Victoria Region. May be asked to work occasional evenings or weekends.

Mental Effort: Fast pace, high stamina. Focus on a variety of tasks; operate motor vehicle while following routing instructions; Produce reports, manage paperwork, resolve customer inquiries.

Work Environment: Mostly warehouse including loading dock and cold storage. Occasional driving a Sprinter or Transit delivery cargo van through rural and urban settings. Occasional office setting/home office.

Extra Perks of the Job:

- Discount on food and produce from the South Island FarmHub
- Networking opportunities with farmers & food processors, the Good Food Network and other social impact organizations
- Flexible and accommodating work schedule
- Training to operate apps and commercial kitchen equipment will be provided

Details:

Applications due by: September 4, 2026

Anticipated start date: ASAP, preferably by September 11, 2026

Wage: \$24 - \$27/hr, depending on qualifications and experience

Hours: 30 hours per week Monday to Thursday, depending on applicant's availability.

Application details: Please send your resume and a written cover letter, or short 1-2 minute video, introducing yourself, and telling us why you are interested in this position and getting involved with the food hub.

Who to send to: Please send your resume and cover letter/video to jobs@sifarmhub.ca with subject line "Production and Delivery Senior 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/video. 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.