



Job Title: Community Service Worker - Canada Summer Jobs

Organization: Scarborough Centre for Healthy Communities (SCHC)

Location: 4100 Lawrence Ave E, Scarborough, ON M1E 2R9

Duration: 8 Weeks

Hours: 35 hours/week

Wage: \$18.00 per hour

Reporting To: Coordinator, Social Supports/ Manager, Community Services

Application Deadline: May 22, 2026

Scarborough Centre for Healthy Communities (SCHC) is dedicated to providing accessible, equitable, and transformational health and social service choices for the well-being of Scarborough's diverse communities. We cultivate vital community services by promoting healthy lifestyles while delivering a comprehensive range of culturally competent health and social services programming. Our I2CARE values ensures that we, as a work community, treat all with, inclusivity, innovation, collaboration, accessibility respect and equity.

As an employer, we strive for excellence as a workplace and are committed to building a workforce that enhances our capacity to meet the needs of the diverse communities we serve.

Community Services provides front line delivery of basic life requirements including food, clothing furniture, housing assistance and one to one advocacy for income supports. Our community is comprised of low income families, single parent led families, youth, seniors, hidden homeless and street homeless.

Purpose:

The Community Service Worker plays a vital role in the day-to-day operations of our food bank. This position involves receiving, organizing, and distributing food items, assisting clients, and maintaining a clean, safe, and welcoming environment.

1. Administrative

- Respond to program inquiries via email and phone and inform manager/team members of any necessary follow-up
- Conduct program audits as per SCHC policies
- Support team members with administrative needs such as supply ordering, research, fact sheets and webpages.
- Gather and enter client experience surveys.
- Adhere to all of the SCHC program policies and procedures
- Promote the mission, vision and values of SCHC and the program

2. Intake Services

- Respond to program inquiries



- Connect clients and potential clients to appropriate programs and services
- Complete comprehensive intake and screening and connecting clients to relevant resources through referrals
- Navigate online platforms

General:

- Assist with intake, sorting, and shelving of food donations.
- Prepare and distribute food hampers to clients following provided guidelines
- Maintain inventory records and track food supplies
- Keep storage and distribution areas clean and organized
- Assist with loading and unloading food donations
- Consistently lift, carry, and move up to 50lbs of product repeatedly.
- Utilize provided equipment (i.e. dollies/rolling bins) to move up to 600lbs of products between the program spaces.
- Receive, document, and stock shelves, freezers and fridges with deliveries and donations.
- Maintains clothing bank as required, stocking shelves & organizing clothing
- Assist to plan, develop and implement group training, workshops and events
- Assist with outreach and awareness for all activities
- Maintain a safe, clean working environment
- Excellent customer service skills
- Perform other duties as assigned that are reasonable within the scope of the job.

Skills and Attributes:

- Strong interpersonal and communication skills.
- Sensitivity to and awareness of cultural, racial, socio-economic diversity within the community.
- Oral and/or written fluency in other languages relevant to the community the program serves is a definite asset.
- Skills in conflict resolution, mediation, and crisis management.
- Good problem solving skills.
- Subject to Ministry of Transportation Ontario Driver's Abstract.
- Self-motivated.
- Strong ability to work independently and as part of a team.

Educational and/or Professional Qualifications:

- High School Diploma or GED.
- Social service worker diploma is an asset.
- Comfortable using computers, familiar with Microsoft Suite (Word, Excel, Outlook etc.).
- A willingness to work with clients who face ongoing challenges.
- Valid driver's license ("G" class) to drive in Ontario Asset
- Food Handlers (Asset).

Level of Experience:

- Experience working with vulnerable population.
- Customer service skills.
- Warehouse experience is considered an asset.

Significant Working Conditions:

- Ability to lift/carry up to 50lbs and move up to 600lbs using equipment provided (i.e. dollies/rolling bins) on a regular basis
- Flexibility of hours – evenings and weekend work may be required
- Working with clients who sometimes exhibit challenging behaviors.

As this role is being funded by the Canada Summer Jobs program, the following are eligibility requirements:

- You are between 15 and 30 years of age at the start of the employment
- You are a Canadian citizen or permanent resident or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act (foreign students are not eligible)
- You are legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations
- You have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations

To Apply:

Please submit your resume and cover letter to recruitment@schcontario.ca by the application deadline. In your cover letter, please clearly indicate how you meet the eligibility requirements for the Canada Summer Jobs program and highlight any experience or skills.

This is an Existing Vacancy.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

If you require any accommodation, please advise Human Resources. As a condition of employment all new hires must be legal to work in Canada. You will also be required to undertake a Vulnerable Sector Screening with Police Services.

SCHC values equity, inclusion and accessibility. We welcome those who have a demonstrated commitment to upholding these values and who will assist us to expand our capacity for diversity in the broadest sense. We encourage applications from members of groups that have been historically disadvantaged and marginalized, including First Nations, Metis and Inuit peoples, Indigenous peoples of North America, racialized persons, newcomers, persons with disabilities, and those who identify as women and/or LGBTQ2S+

SCHC is committed to providing a barrier-free environment for all stakeholders including our clients, employees, job applicants, suppliers and any visitors who may enter our premises, access our information or use our services. We respect and uphold the requirements set forth under the Accessibility for Ontarians with Disabilities Act, 2005, and its associated regulations. SCHC will provide accommodations to applicants with disabilities throughout the recruitment, selection and/or assessment process. If selected to participate in the recruitment, selection and/or assessment process, please inform Human Resources staff of the nature of any accommodation(s) that you may require.



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COMMUNITIES