

Hiring: Food Cupboard Coordinator

Kortright Church, Guelph, ON

Start Date: TBD

Job Length: 8 weeks, 35 hours per week

Deadline to Apply: May 4, 2026

Canada Summer Job: Must be between the ages of 15-30 as of July 2026 to apply

Kortright seeks a client-oriented Food Cupboard Coordinator for the Dovercliffe Park Community Food Cupboard to help alleviate food insecurity for people in our neighbourhood. The Food Cupboard works in tandem with the Guelph Food Bank to make food access more equitable and local. The Food Cupboard is currently open one evening and one afternoon per week. At other times, the coordinator stocks and prepares the Food Cupboard for serving clients in collaboration with volunteers.

Kortright is a mid-sized, friendly church providing meaningful work experiences with opportunities for personal growth.

Responsibilities

1. Running the Food Cupboard

- Lead or co-lead the running of our food cupboard during its operating hours.
- Staff the intake desk.
- Assist clients with food selections, with a good customer service approach.
- Receive and put away the weekly food order.
- Keep shelves stocked and organized.
- Keep room clean and tidy.
- Assist and equip volunteers with running the food cupboard.

2. Administrative and Volunteer Coordination

- Communicate weekly with volunteer teams, coordinating meetings when required.
- Find ways to connect with the neighbourhood and encourage neighbours to engage with the Food Cupboard through involvement and donations.
- Use social media to promote the latest Food Cupboard news and updates; advertise opportunities in more food insecure areas of the neighbourhood. .
- Organize a summer food drive (work alongside the Guelph Food Bank if required)
- Assist other summer staff in various outreach-related events.
- Connect with the Food Security Garden staff and volunteers regarding the receiving of fresh produce. ● Work with Kortright Outreach Liaison to implement creative ways of engaging with our clients and neighbours (special events, meetups, life-skill building workshops).

3. Miscellaneous

- Other duties as required by supervisor, Justin Sytsma.

Requirements

- Personal maturity and a willingness to serve marginalized peoples with compassion and tact.
- Experience in working in team settings; ability to motivate others.
- Ability to maintain confidentiality.
- Ability to lift up to 50lbs and to work safely.
- Strong organizational skills and ability to prioritize.
- A vehicle is an asset, though not required.
- Commitment to follow KPC's Leading with Care Policy for the care and safety of minors and of volunteers who work with minors.

Please send all resumes, cover letters, and inquiries to Justin Sytsma - justin@kortrightchurch.org