

**Administration Office**

289 Jubilee Road
Muncey, ON N0L 1Y0
telephone: 519.289.5396
fax: 519.289.5156

Executive Services

279 Jubilee Road
Muncey, ON N0L 1Y0
telephone: 519.289.5396
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Community Centre

533 Thomigo Road
Muncey, ON N0L 1Y0
telephone: 519.289.2957
fax: 519.289.2883

toll-free: 1.800.298.7137
www.munsee.ca

Employment Opportunity

Position Title: [FOOD BANK COORDINATOR]

Posting Date: [January 12, 2026]

Closing Date: [Open until filled]

Department: Family Well-being Committee

Reports To: Nation Manager/DESIGNATE

Location: NEW MDN ADMINISTRATION OFFICE

Salary: To be determined. (\$20 - \$28 hr.)

Position Summary

Munsee-Delaware Nation is seeking a dedicated and organized individual to serve as the **Food Bank Coordinator**. The coordinator will be responsible for managing the daily operations of the food bank, ensuring that community members have safe, equitable, and reliable access to food. This role requires strong organizational skills, sound judgment, and the ability to build relationships with clients, volunteers, donors, and external partners.

Key Responsibilities

- Ensure Munsee-Delaware Nation members are provided with food packages when required.
- Work in collaboration with the Health Department to coordinate referral processes and connect clients to additional resources.
- Oversee the receipt, sorting, storage, and distribution of both perishable and non-perishable food items.
- Track food inventory using a first-in, first-out system and monitor expiry dates.
- Maintain cleanliness and food safety standards in compliance with public health guidelines.
- Foster a respectful, inclusive, and supportive environment for all clients and volunteers.
- Maintain accurate records of clients served, food inventory, volunteer hours, and donations.
- Assist with grant reporting and event-related logistics as required.
- Coordinate food pick-ups and deliveries, manage relationships with donors and grocery stores, and ensure equitable distribution to clients.

- Prepare financial reports, track expenditures, and submit recommendations and reports to the Nation Manager.
 - Demonstrate sound judgment and develop innovative solutions to operational challenges.
 - Develop and implement fundraising initiatives, research and apply for grants, and prepare and monitor food bank budgets.
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Qualifications

Education and Experience:

- Experience with accounting functions
- Post-secondary education in Social Services, Community Development, or related field, or an equivalent combination of education and experience.
- Asset working in a food bank or management position

Skills and Competencies:

- Strong organizational and time-management skills with attention to detail.
- Knowledge of food safety standards and inventory management practices.
- Experience working with Indigenous communities is considered an asset.
- Strong written and verbal communication skills.
- Ability to prepare budgets, financial reports, and funding applications

Other Requirements:

- Must be able to lift up to 60lbs.
 - Valid driver's license and reliable transportation.
 - Food Handler's Certificate (or willingness to obtain within a specified timeframe).
 - CPIC (Vulnerable Sector Check)
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About Munsee-Delaware Nation

The Munsee-Delaware Nation is a First Nation community located in Southwestern Ontario. It is home to the Munsee people, a subgroup of the Lenape (Delaware) Nation, who originally lived in the northeastern United States. M-DN is committed to preserving its cultural heritage, language and traditions while fostering economic development and self-sufficiency.

How to Apply

If you are interested in this exciting opportunity to be a member of a team that is dedicated to service excellence, continuous improvement, and innovative thinking, please apply with your resume and cover letter to:

Munsee-Delaware Nation
Attention: Human Resources
289 Jubilee Road, Muncey, Ontario N0L 1Y0
In a sealed envelope marked **"Confidential"**

Or

Email to applications@munsee.ca
with the subject line: **FOOD BANK COORDINATOR**

All submissions will be screened according to the above qualifications. Only those selected for an interview will be contacted. A registered member of a First Nation as per Section 16(1) of the Canadian Human Rights Act is a preference.

While we appreciate all the interest, only those candidates selected for an interview will be contacted.