



OPEN ARMS MISSION OF WELLAND INC.

Mission Centre

22 Fifth Street
Welland, Ontario L3B 4Z3
905-788-3800 Fax 905-788-3806

Ministry Campus

933 Forks Road W
Wainfleet, Ontario L0S 1V0
905-732-8260

Assistant Manager of the Mission Center

Mission Statement:

Open Arms Mission of Welland Inc. is a charitable organization operating a food processing centre and a food bank in Welland and provides food to those with food insecurities in the Niagara area. We are called to innovatively gather, sort, and distribute food to our neighbours in our community.

Values:

Faith in Christ – The individuals who are a part of OAM seek to live out their faith in acts of mercy, are formed in their faith as they serve, and are conduits of blessing to those who come to receive food.

Serving People - The people who come to and/or serve at OAM are precious in the eyes of Jesus and will be treated with love, dignity, and respect. People are precious resources and need to be treated with fairness, equity, love, and dignity.

Stewarding Resources – God entrusts all things to us and calls us to use them wisely.

Innovation – OAM is driven by the desire to solve problems that prevent people from getting the food they need by finding new and innovative ways to acquire and distribute food.

Role Description:

The Assistant Manager is a part time role (26 hours) that will oversee the operation of the Food Room where food is distributed. This person will work Tuesday through Thursday from 8:30 am to 4:00 pm and Friday 8:30 am to 12 pm. This role will lead a team of volunteers to distribute food and help the Mission Center to operate smoothly. They will report to the Mission Center Manager. This is a dynamic role where cross training will take place..

Operations

A. Distribution of Food

- a. Oversee volunteers who distribution of food to clients who visit the Mission Center
- b. Make “the call” on difficult registration issues
- c. Provide a daily update to volunteers about the events of the day regarding any concerns or changes in distribution
- d. Manage the inventory using the first in first out method and communicate any shortages to the Mission Center Manager

- e. Ensure the rotation of food items so that older items are given out first.
- f. Dispose of rotten or un-distributable items correctly.

B. Volunteers

- a. Cultivate and nurture relationships with volunteers to help them feel valued
- b. Provide direction to volunteers regarding additional tasks
- c. Support the work of the volunteers by responding to day – to – day requests
- d. Weekly routine
 - i. Attend Team Meeting with other staff
- e. Cleaning
 - i. Ensure that weekly cleaning schedule of the Mission Center has been completed and documentation made.
 - ii. Putting donations in their proper place.
 - iii. Make sure boxes are broken down, the recycling area is tidy, and place the recycling out at the curb on Wednesday.
 - iv. Garbage cans are emptied each day and garbage is placed in the dumpster
 - v. Plan for and ensure the upkeep and maintenance of the 22 Fifth Street Facility and property
 - 1. Regular Volunteer cleaning
 - 2. Regular inspections
 - 3. Snow removal and ice maintenance

Interested applicants may send resume and cover letter to Marty Misener, Executive Director of Open Arms Mission, at marty.oam@gmail.com by April 30, 2022. If you require a disability related accommodation during the application process, please inform us of your requirements.