



# Volunteer Purchasing Assistant

## **ABOUT US**

The Berry Road Food Co-op is a multi-stakeholder co-operative that includes eaters, producers, workers, and community partners. We aim to provide viable food security initiatives that are specific to the needs of our west end communities such as the Stonegate Farmers' Market, the Co-op Cred Program, and our Food Co-op retail store.

Our Volunteer Assistant Program is designed to teach you real and marketable skills while you contribute to the collaborative work environment here at Berry Road Food Co-op. Participants in this program will learn while working alongside our staff members, all of whom understand the benefits of on-the-job skill sharing!

For more information, please visit [www.berryroadfood.coop](http://www.berryroadfood.coop). *Berry Road Food Co-op is an equal opportunity employer and we strongly encourage applications from diverse backgrounds and communities.*

## **Purchasing Assistant**

The Purchasing Assistant is responsible for ensuring shoppers have access to a wide array of product offerings that adhere to Berry Road Food Co-op's local and sustainable mandate. They will research new products, and develop a good understanding of our purchasing policies. The Purchasing Assistant will collaborate with the Purchasing Coordinator so as to maximize sales and increase financial sustainability of the Berry Road Food Co-op.

**Commitment:** 4 PART-TIME VOLUNTEER POSITIONS OPEN

**You'll be a great fit if you...**

- Have an outgoing personality.
- Have high level of energy with strong customer service skills.
- Have good attention to detail.
- Have familiarity with co-ops and/or other non-hierarchical spaces an asset.
- Have the ability to stand, walk, and lift heavy items (max 12kg.)
- Are interested in shaking up the food system.

**Perks:**

- Volunteer appreciation events and snacks.
- A special Berry Road Food Co-op T-shirt after 40 hours of contributions.
- Berry Road Food Co-op is committed to providing a meaningful recommendation letter testifying to your skills and our commitment to be a reference for you when applying for jobs anywhere.
- Volunteer contributions are important to us and we are looking for additional ways to recognize that.
- Successful participants in the Volunteer Assistant Program are eligible for consideration as internal applicants for BRFC job postings just like staff!

**Contact:** If you are interested in and/or have any questions about the Purchasing Assistant Role, please email [volunteer@berryroadfood.coop](mailto:volunteer@berryroadfood.coop)