



Best Start Site Support Staff

Best Start Hub Program Term contract – 4 months, 27 hours per week Sudbury

Supporting the day-to-day operations of the Best Start team, you will purchase and disperse all program equipment, supplies, and materials based on requests from Best Start Consultants and Supervisors. You will be responsible for sourcing local products and service providers and ensure that cost efficiencies and quality standards are met. You will prepare nutritious foods and snacks for the Best Start Programs. You will clean and disinfect program equipment in accordance with preventative measures for infectious disease practices as recognized by local health unit authorities.

Your high school diploma is complemented by your ability to effectively prioritize and manage competing tasks under minimal supervision. A valid Ontario driver's licence and access to a personal vehicle are required. The ability to communicate in both official languages and a valid Food Handlers certificate are assets.

Please apply in writing, by 4:00 p.m. on Friday, November 17, 2017 to:

Child & Community Resources
662 Falconbridge Road,
Sudbury, ON P3A 4S4
E-mail: careers@ccrconnect.ca
Fax: 705-525-0068

Kindly forward your resume and cover letter in Word or PDF. We thank all applicants for their interest; however, only those selected for an interview will be contacted. (Aussi disponible en français)

Child & Community Resources is committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). If you require accommodation for disability during any stage of the recruitment process, please contact the HR department.