

Job Position: Market Assistant (casual)

Location: Lionhearts Warehouse (6-779 Sir John A MacDonald Blvd. plus market sites around Kingston, ON)

Who We Are

Driven by a deep desire to see all people living with human dignity, Lionhearts Inc. has been uniting people with practical acts of love for ten years. We have crafted programs to invigorate and reinforce local organizations that are already doing the heavy lifting in Eastern Ontario. We utilize our networks and resources to deliver programs and services that drive positive change in the lives of people in our community experiencing the complex challenges that come with poverty, homelessness, and substance use.

Position Description

The **Market Assistant** supports the day-to-day operations of the Fresh Food Markets, which offer accessible, affordable, and dignified access to high-quality produce and healthy meals in communities facing barriers to food access. We operate pop-up markets in strategic locations, welcoming all community members regardless of background or income.

Key Responsibilities

- Run market operations including ordering produce with suppliers, engaging and serving customers, operating point of sale system, and managing inventory and volunteers.
- Coordinate volunteer shifts and provide on-site training and supervision.
- Maintain detailed daily reports, attendance logs, and incident notes.
- Coordinate all market site logistics, including transportation of produce and supplies, site setup and takedown (tents, tables, displays), and maintaining cleanliness and safety at each location.

Requirements

- Valid G Class Driver's License (required).
- Ability to lift up to 50 pounds and perform physical work for extended periods.
- Willingness to work outdoors in various weather conditions throughout the full market season.
- Availability for early mornings, evenings, and weekends.
- Criminal Record Check.

Qualifications & Skills

- Hard-working, detail-oriented, reliable, and capable of working independently.
- Excellent interpersonal and problem-solving skills with the ability to engage with a diverse range of people, including staff, volunteers, and stakeholders.
- Strong communication, organizational, and time-management skills to coordinate work and balance multiple priorities effectively.
- Computer proficiency in Microsoft Outlook, Word, Excel, and Canva, with the ability to learn new systems quickly.
- Demonstrated leadership, integrity, and conflict resolution skills.
- Experience in customer service and/or working in a nonprofit environment is an asset.
- First Aid/CPR and Safe Food Handling certifications are assets (training can be provided).
- Physical and emotional resilience to thrive in a fast-paced, sometimes high-stress environment, with a willingness to work evenings and weekends.

Key Competencies

- Time Management & Organizational Agility: Prioritizes tasks and balances competing demands efficiently.
- Adaptability & Problem-Solving: Ability to think on your feet and respond effectively to challenges in a dynamic environment.
- Empathy and Inclusivity: Interacts compassionately with individuals from all walks of life.
- Initiative & Self-Motivation: Works independently with minimal supervision, proactively identifying areas for improvement and taking action.
- Communication & Teamwork: Communicates clearly, professionally, and respectfully with all groups, including market customers, volunteers and stakeholders, fostering a supportive and inclusive environment.
- Volunteer Engagement: Effectively train and support volunteers while fostering a positive experience.

Compensation

\$20.50 hour, 4% vacation pay

Term / Hours

Part-time, casual up to 20 hours per week

Location

Lionhearts Kingston, 6-779 Sir John A MacDonald Blvd, Kingston ON and various markets around Kingston ON.

To Apply

Please submit your resume, cover letter, and three work-related references to hiring@lionhearts.ca. Include the Job Position in the subject line.

Application Process

Applications will be reviewed as they are received. We appreciate your interest; however, only shortlisted candidates will be contacted for an interview.

Lionhearts is an equal opportunity employer and will not discriminate on the basis of sex, gender identity, faith, ethnicity, age, disability or other factors. If you require accommodation to make this application, or if selected for an interview, please contact hiring@lionhearts.ca. We thank all candidates for their interest, but we will only contact applicants who are selected for an interview.