



TRANSPORTATION & LOGISTICS TEAM LEAD

Do you believe everyone should have access to healthy food, and that food can be a powerful tool for connecting people and building better health and a stronger community? The Food Bank of Waterloo Region is looking for a motivated, hard-working and dynamic Transportation & Logistics Team Lead to join our team.

Who You Are:

The Food Bank of Waterloo Region has an immediate opening for an individual who is excited to make a difference and help support The Food Bank's mission to obtain and distribute emergency food from our neighbours to our neighbours. You will be passionate about warehouse operations, safety and compliance, scheduling and logistics, and process improvements. You are comfortable providing support and leadership to ensure excellent customer service to partners, donors and the community. You thrive in an environment where you can collaborate, take initiative and are committed to making a difference.

Start Date: July 2019

Salary: Commensurate with experience

Application Deadline: June 17th, 2019

Attributes:

- Ability to prioritize and multi-task
- Superior attention to detail and accuracy
- Hard-working and takes initiative
- Decision making capabilities
- Team player with a positive attitude
- Proven problem solving skills
- Thrives in a fast paced environment
- Aptitude for learning new technologies

Who We Are:

Established: 1984

Employees: 24

The Food Bank of Waterloo Region is dedicated to meeting the needs of the community and ensuring no one goes hungry. Through community partnerships, The Food Bank of Waterloo Region acquires and distributes food to 100+ local community agencies and food programs.

The Food Bank of Waterloo Region provides employees with a flexible and progressive benefit package and accommodates for hours worked above and beyond and strives to address the personal time needs of each employee.

The Position:

Reporting to the Senior Manager, Food Program Operations, this position will direct and manage the day-to-day efforts of the warehouse driving team ensuring the efficient management of all food donations entering the building. The Transportation & Logistics Team Lead is accountable to oversee the overall warehouse operations relating to accurate receiving and storing of food donations; driver scheduling and fleet maintenance; maintaining the physical condition of the warehouse including all equipment and coordination of repairs. This role will help develop and implement new warehouse processes/technologies with the end goal of increasing efficiencies.



Responsibilities include:

- Schedule, direct & coordinate all incoming food donations
- Manage Healthy & Safety Program
- Volunteer management; coordinate tasks and provide support
- Ensure cold chain management best practices are adhered to
- Develop transportation routes
- Verify receiving of donations into food bank software
- Liaise with & educate corporate donors
- Maintain a clean & organized warehouse
- Oversee building security, fire prevention and other safety systems
- Schedule, organize and supervise warehouse team/drivers
- Comply with Food Safety handling processes
- Ensure the safe operation and proper loading of vehicles

Hours of Work:

The Food Bank's public hours of operation are from 8:30 a.m. to 4:30 p.m. The organization is currently in transition and will be adding extended hours to meet the growing and changing needs of the community. Operations activity will extend until 8pm (3 days/week) and Saturdays (12-5pm) – Team Leads will coordinate monthly schedules to provide supervisory support to their teams during these extended hours. In addition - Due to the nature of the organization it is understood that irregular hours and hours above and beyond are included in your salary, but shall not exceed guidelines of the Employment Standards Act.

Experience & Qualifications:

- 3-5 years of experience in managing, coaching and leading a team
- 5 years of experience in operations or warehouse management
- Standard First Aid Certification
- Forklift Certification including reach truck
- Experience with transportation and scheduling software an asset
- Proficiency in computer systems, including Microsoft Suite and inventory management systems
- Experience in maintaining a Health and Safety Program
- Strong verbal and written communication skills
- Must have solid problem and decision making skills
- Must be comfortable working in a fast paced environment
- Excellent organizational skills with high attention to detail and follow through
- Have strong customer service skills and willingness to assist others

Transformational Impact at The Food Bank of Waterloo Region:

- **34,408** individuals served by the Community Food Assistance Network in 2017
- Acquire & Distribute **4,523,167** pounds of food annually
- **220** food hampers are distributed every day in Waterloo Region.
- In 2017, **587,822** meals were served by community meal programs
- **1,600** community meals are distributed every day
- Nearly **40%** of households seeking food assistance are families with children

Please submit your resume and cover letter, including salary expectations, no later than June 17th, 2019 to:
[***hr@thefoodbank.ca***](mailto:hr@thefoodbank.ca)

No phone calls please. Only candidates selected for an interview will be contacted.