

WAREHOUSE ASSOCIATE

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 motivated, hard-working, and dynamic Warehouse Associates to join our team on a 6 month contract with a possibility to move into a permanent role with benefits.**

Who You Are

You are a motivated and hardworking individual who is driven to meet order deadlines. You are passionate about maintaining accurate inventory counts and ensuring all food leaving the building is of good quality. You thrive in an environment where you work as part of a team providing support on all order related activities in the warehouse.

The Position

Reporting to the Operations Team Lead, this position will have a focus on both inbound and outbound food. You will work closely with volunteers and the warehouse team providing operational support to ensure the timely preparation and staging of perishable and non-perishable food orders for distribution. This role is responsible for a variety of tasks within the warehouse including: food handling, food sorting, record keeping, order picking and staging, compost and waste management.

You will help manage perishable and non-perishable inventory coming into and out of the building. This will include rotating product in the warehouse using both a handheld device and computer to make entries into the inventory system. Providing exceptional customer service, you will support and direct volunteers in their tasks in the warehouse.

Duties and Responsibilities

- Restock product as needed following specific food storage guidelines
- Prepare perishable, frozen, and non-perishable food orders
- Receive, unload, and put away incoming products into racking and inventory system
- Occasional driving requirements
- Assist with special events both onsite and offsite
- Check inventory quality and dates based on Food Banks Canada Guidelines
- Work to maintain a pleasant, tidy, and accessible warehouse
- Ensure inventory system is up to date when receiving, moving, picking, or loading product
- Coordinating tasks and help support volunteers
- Assist with general warehouse operations as required
- Daily sanitizing following established COVID cleaning protocols

Qualifications

Experience

- 2-5 years of relevant warehouse experience
- Familiarity with warehouse processes and inventory management systems is an asset

Education or Certifications

- Valid Ontario D or G license
- Forklift certification and/or experience including reach truck and counterbalance
- A clean driver abstract
- Food Safety Certification an asset
- First Aid Certification an asset

Required Skills and Attributes

- Physically able to lift 30kgs (up to 80lbs) on a regular basis
- Ability to prioritize and multi-task
- Superior attention to detail and accuracy
- Hard-working and takes initiative
- Thrives in a fast-paced environment
- Team player with a positive attitude

- Able to work independently with minimal supervision
- Good verbal and written communication skills

Hours of Work

The Food Bank is open to the public Monday – Friday 8:30am – 4:30pm however the organization is currently in transition and will be adding extended hours to meet the growing and changing needs of the community. Therefore, this role will transition to working varying shifts and will have start and end times ranging between 8:00 am to 8:00 pm.

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

Application Deadline: Available until filled

Start Date: As soon as possible

Term: 6 months with the possibility of a permanent position with benefits

We are an equal opportunity employer. We believe that diverse teams perform better and that fostering an inclusive work environment is a key part of growing a successful team. We welcome people of diverse backgrounds, experiences, and perspectives.

The Food Bank of Waterloo Region is committed to accessibility and to protecting the human rights our job applicants during the recruitment process. Should at any point throughout the recruitment process an applicant require accommodation or communication in an alternative format because of a disability please contact Human Resources at hr@thefoodbank.ca or 519-743-5576. We are committed to providing accommodation or alternate formats upon request within a reasonable time period in a mutually agreed upon format.

Please submit your resume and cover letter, including salary expectations to hr@thefoodbank.ca.

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