



## **WAREHOUSE ASSISTANT**

### **JOB SUMMARY**

Reporting to the Executive Director, and under the oversight of the Warehouse Logistics Coordinator, in this part-time role (hours will vary depending on season, approximately 16-24 hours/week), you will be responsible for participating in the smooth operation of the Okotoks Food Bank Association (OFBA) Warehouse facilities.

### **JOB DESCRIPTION:**

- Ensure that all aspects of warehouse operations that are assigned to you are completed in a timely and safe manner.
- Communicate information on policy, procedure, rules, job duties and health and safety to Sorting Team Leads, Volunteers, and Corporate volunteers.
- Collect, receive, sort, weigh, and schedule donations. Receive and sort purchased inventory.
- Load, unload and move products and materials by hand or using basic material handling equipment. Ensure food rotates through warehouses based on Best Before Dates and Hamper preparations.
- Monitor and ensure safe storage of food based on shelf placement and cold chain management requirements.
- Perform and direct specialized tasks related to upkeep of equipment, building, and facilities.
- Perform administrative duties such as maintaining inventory and statistics, updating shelf-labeling system, tracking and reporting on all Retail Food Share Programs.
- Inventory required of fresh, non-perishable food and non-food, for both the Okotoks warehouse and the HUB.
- Assist with the coordination of any food sharing delivery or shipments between Food Banks Alberta, the National Food Share Program, various food donors and other Food Banks.

### **SKILLS AND ABILITIES REQUIRED:**

- Some post-secondary education in warehouse management preferred.
- Minimum, Class 5 Driver's License, (no GDL) clean driving record, comfortable driving larger delivery trucks.
- Current Food Banks Canada or Food Banks Alberta –Safe Food Handling Certificate (or willingness to obtain as soon as possible).
- Must be able to lift approximately 30-50 lbs. as well as push, pull, bend, lift, carry, etc.

- Ability to work as a team member, must work well with others.
- Ability to work with the donor community and clients.
- Ability to work flexible hours weekly/seasonally.
- Strong oral and written communication skills in English.
- Understand the importance of proper food inventory handling and cold chain management.
- Knowledge of Health & Safety legislation and practice for Food Banks.
- Small hand tools operating experience.
- Forklift, order picker or pallet moving equipment experience.
- Loading dock, or large warehouse dock exposure.
- Willingness to undertake training as required.
- Willingness to obtain and provide a Criminal Record Check.

**Please apply by February 20 with cover letter and resume to [director@okotoksfoodbank.ca](mailto:director@okotoksfoodbank.ca). We thank all applicants for taking the time to apply for this position, however only suitable candidates will be contacted directly for an interview.**