



Warehouse Coordinator

FEED NOVA SCOTIA is a charitable organization that helps feed hungry people by collecting and distributing food to more than 150 member agency food banks and meal programs, while at the same time striving to eliminate chronic hunger and poverty through research, awareness and support programs.

DESCRIPTION

FEED NOVA SCOTIA is currently recruiting a Warehouse Coordinator, full time, who is energetic and passionate, and will be responsible for food sorting activities that are assigned in any of our various warehouses and shifts while leading and engaging with volunteers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Ensure work and food safety is top priority at all times
- Professionally lead, train, and motivate volunteer teams in various warehouse activities
- Direct responsibilities include: sorting & repacking food products, fulfilling orders, loading and off loading trucks, receiving of shipments and inventory respective product
- Ensure proper sanitation and good housekeeping principles are maintained
- Work with other teams at FEED NOVA SCOTIA to achieve mission

QUALIFICATION REQUIREMENTS

- Post secondary education and/or equivalent work experience
- Experience working in warehouse environment, ideally in the food industry
- Good physical condition; ability to consistently lift up to 25 kgs
- Reliable and punctual team player
- Ability to work independently
- Forklift certified or fork lift experience willing to obtain certification
- First Aid/CPR certificate or willing to obtain certification
- Good communication skills with attention to detail
- Basic computer skill
- Experience working with volunteers would be considered on asset.

If you are looking for an outstanding opportunity with a non-profit organization, please submit your resume and cover letter immediately to: hrrassistant@feednovascotia.ca

We thank you for your interest in employment with FEED NOVA SCOTIA, however, only those candidates selected for an interview will be contacted.