



Food Distributor/Warehouse Assistant

Permanent, Full-time Position – (42.5 hours per week)

Who are we?

Feed Nova Scotia is a charitable organization whose mission is to increase food security through food distribution, education, and collaboration. In terms of food distribution, we collect and distribute more than two million kilograms of food annually to 140 member agencies across the province, including food banks, meal programs, shelters, drop-in centres and other organizations. This equates to about \$1 million worth of food each month. We also support our member agencies as they build capacity to serve their communities, we raise awareness of the realities of food insecurity in our province, and we advocate for social change to address food insecurity at its core.

Knowing change starts from within, we have committed to a continuous learning journey to centre diversity, equity, and inclusion in our work.

What is a Food Distributor/Warehouse Assistant?

As a member of the Operations team, the Food Distributor/Warehouse Assistant plays an important role, establishing positive working relationships with member agencies and donors, while providing a valuable service of picking up and delivering food and other goods. In the warehouse, the Food Distributor/Warehouse Assistant is responsible for organizing and preparing orders with the help of our amazing volunteer teams. Regular working hours are from 7:30am to 4:30pm, Monday through Friday. Some evening and weekend hours may be required based on organizational need.

What does a Food Distributor/Warehouse Assistant do?

- Spends approximately 60-65% of the time driving, and 35-40% working in the warehouse
- Delivers weekly orders to member agencies; unloads food and goods by pallet jack or hand cart at member agencies; makes certain that perishable food is maintained at its proper temperature
- Ensures that all the food and goods are collected/delivered in a safe, hygienic and efficient manner
- Picks up perishable and non-perishable food and other goods from donor locations; records details of pick up and loads food and goods onto truck; delivers to the warehouse or to member agency
- Unloads and records details of food delivery and other goods at the warehouse
- Cleans interior and exterior of trucks on a regular basis; safety checks vehicles before daily use
- Reports motor vehicle maintenance and refrigeration maintenance requirements to the Manager of Operations; adheres to Feed Nova Scotia vehicle use policy at all times

- Assists with the receiving (checking for quality, quantity, temperature, damages, and condition of delivery), processing (unload, label, and store) incoming product and entry into inventory database
- Performs weekly audits of inventory and makes changes as necessary
- Assists with training and supervising groups of volunteers in the warehouse
- Prepares orders for delivery; packs, labels, wraps, and prepares shipping documents; assist with loading
- Enters data and transactions into Warehouse Inventory Management System
- Other duties as assigned

What are we looking for?

- High school diploma or equivalent
- Class 3 Driver's License, with airbrake endorsement
- Minimum 5 years of experience driving commercial delivery vehicles
- Clean driver's abstract
- Reliable and punctual team player
- Strong attention to detail; good time management skills
- Able to consistently lift 50lbs/25kg
- High degree of sociability; positive, outgoing personality with great customer service skills
- Ability to operate a pallet jack in the warehouse and on a truck/power lift gate
- Ability to operate a forklift or willingness to obtain certification
- Previous experience in supply chain management, warehouse logistics or distribution an asset
- Safety conscious people person who enjoys working in a fast-paced, team-oriented environment
- Working knowledge of MS Office suite (Microsoft Word, Excel and Outlook) required
- Database experience considered an asset
- Centres equity, diversity, and inclusion in their work

Compensation

The pay range for this position, based on a 42.5 hour work week, is \$54,035 - \$63,571 annually, paid out on a biweekly basis.

Our total compensation package includes three weeks of paid vacation, group insurance (after 3 months) and an employer contributed group RRSP (after 6 months).

Please note: this position will be posted until filled. If you are looking for an outstanding opportunity to make an impact in your community, please submit a cover letter and resume in one PDF document that clearly indicate how you meet the requirements of this position, to: recruitment@feednovascotia.ca
Please include Warehouse Assistant/Food Distributor in the subject line to help us action your application more efficiently.

For us to create meaningful, sustainable change, equity, diversity and inclusion must be centred in every aspect of our work. As a provincial organization with influence and credibility, we recognize the responsibility we have to hold ourselves accountable to this. We know our efforts will effect more change if our employees, their identities, and their lived experiences are reflective of the communities we work with and live in.

Through ongoing work empowering everyone to bring their full, authentic selves to Feed Nova Scotia every day, we want to build a culture where difference is valued. We know where we want to be, but we'll be honest—we aren't there yet, and we won't get there overnight. But we're committed to doing the work, and we hope you'll join us on our journey and share your strengths as a member of our team.

If you require any accommodations or support in order to submit your application successfully, please contact us via e-mail through recruitment@feednovascotia.ca or by phone at 902-457-1900. Thank you for your interest in working with us at Feed Nova Scotia!