



Food Distributor/Warehouse Assistant

Full-time, Permanent Position – 42.5 hours per week

Who are we?

Food is not the solution to food insecurity, but people need support today. Knowing this, we collect and distribute more than three million kilograms of food annually to 140 member food banks, meal programs, and shelters across the province. This equates to over \$1 million worth of food each month. We also support our member agencies as they build capacity to serve their communities. While we help Nova Scotians meet a very basic need, we're raising awareness of the root causes of food insecurity - things like systemic racism, low wages, inadequate income support, and unaffordable housing. And we're advocating for sustainable, policy-based solutions that will allow everyone to live a life of dignity and leave no one relying on charitable band-aids to address human rights.

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 all the food and goods are collected/delivered in a safe, hygienic, 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 daily
- Contributes to the cleanliness and organization of the warehouse area
- 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
- Support the sorting and repacking of food for distribution

- 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, with a clear history of prioritizing safety
- 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 considered an asset
- Safety conscious 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
- High level of integrity, discretion, and respect for privacy and confidentiality standards
- Centers equity, diversity, and inclusion in their work

Compensation

The salary range for this position, based on a 42.5-hour work week, is \$54,575 - \$64,206 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).

Application Instructions

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 your application in one PDF document to: recruitment@feednovascotia.ca . For your application to be considered, please ensure that it includes the following:

- Cover letter introducing yourself that clearly indicates how you meet the requirements of this position
- Resume focusing on your interest in and alignment with the role, highlighting relevant skills and experience

When submitting your application via email, please include Food Distributor/Warehouse Assistant in the subject line to help us action your application more efficiently. As a final step in the selection process, any short-listed candidate(s) will be asked to spend a day on route with one of our current Food Distributors, to gain a better understanding and have the opportunity to ask questions and learn more about the role. Any candidates who participate in the day on the road will be compensated for their time at the hourly rate equivalent of the baseline salary for this position.

Summary

There is no such thing as the perfect candidate. If you don't meet all the requirements, we encourage you to apply and share your story with us; what do you bring to the table that others may not? We aren't looking to hire someone who 'checks all the boxes'. We want someone who is passionate about our mission, who has the potential to do great work with the right tools and resources, and who is willing and ready to learn alongside our team as we work towards making positive, sustainable change in our community.

For us to create meaningful, sustainable change, equity, diversity and inclusion must be centered 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 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!