

Warehouse Assistant

Full-Time, Contract Position – 42.5 hours per week

Term: October 31 through December 23, 2022



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 Warehouse Assistant?

The Warehouse Assistant is responsible for supporting the Operations team with all food activities in our warehouse and can expect to be trained for various roles within the team. Main activities include receiving food from donors and preparing orders for member agencies, always ensuring proper food handling practices are in place, entering product data into the inventory database and maintaining a clean and sanitary warehouse environment. The Warehouse Assistant is also accountable for leading and engaging volunteers and creating an environment where our volunteers can enjoy their experience.

What does a Warehouse Assistant do?

- Assists warehouse team in maintaining standards with respect to safety and sanitation
- Receives, weighs, and organizes incoming product
- Picks and stages orders for shipping to member agencies
- Sorts various products and retrieves items by category
- Enters product data into inventory database system
- Respects and adheres to the operational and safety policies surrounding warehouse procedures
- Creates an environment where our volunteers can have an engaging and impactful experience
- Performs other warehouse duties as required

What are we looking for?

- High school diploma or equivalent
- Able to consistently lift 25 kilograms
- Flexible and resilient; able to adapt to varied work requirements
- Reliable and punctual team player
- High degree of sociability; positive, outgoing personality
- Previous experience in supply chain management, warehouse logistics and distribution considered preferred
- Forklift certification considered an asset
- Experience with data-entry work and/or demonstrated ability to follow procedures and processes

- Demonstrated ability to multi-task
- Strong time management skills and excellent attention to detail
- Ability to quickly adjust to changes in priorities and adjustment to process
- Working knowledge of MS Office suite (Microsoft Word, Excel and Outlook) required
- Demonstrated ability to work collaboratively while being responsible for individual work
- Centres equity, diversity, and inclusion in their work

Compensation

The rate of pay for this position is \$20.35/hr, plus 4% (in lieu of earned vacation), paid out on a biweekly basis.

Application Instructions

If you are looking for an outstanding opportunity to make an impact in your community, please submit a cover letter and resume that clearly indicate how you meet the requirements of this position, in one PDF document to: recruitment@feednovascotia.ca by 11:59pm on Sunday, October 9, 2022. Due to high volumes of recruitment, please include Warehouse Assistant in the subject line to help us action your application more efficiently.

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 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 that empowers 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 to submit your application successfully, please contact our recruitment team via email at recruitment@feednovascotia.ca or by phone at 902-457-1900. Thank you for your interest in working with us at Feed Nova Scotia!