

Warehouse Assistant

Temporary, Full-Time, Summer Student Contract Position
42.5 hours per week, 14 weeks
Tentative start date – May 20, 2024



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. Main activities include receiving food, 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 work environment. The Warehouse Assistant is also accountable for engaging with volunteers and contributing to a positive volunteer experience. Regular hours of work are Monday through Friday, 8am to 4:30pm.

What does a Warehouse Assistant do?

- Assists warehouse team in maintaining standards with respect to safety and sanitation
- Receives, weighs, and organizes incoming product leveraging Warehouse Management Systems
- Inspects all food items for quality according to provided food safety guidelines and visual aids
- Verifies that food items are within 'Best Before' guidelines; place expired items in proper bin
- Disposes of damaged and expired donations properly
- Maintains a tidy work area; follows cleaning and sanitization procedures for their workspace
- Picks and stages orders for shipping to member agencies
- Sorts various products and retrieves them by category
- Enters product data into inventory database system
- Practicing time management skills through supervision and support of volunteers, and completing day to day operational warehouse tasks
- Prioritizes health and safety through participation in warehouse planning meetings
- Respects and adheres to the operational and safety policies surrounding warehouse procedures
- Facilitates an impactful experience for volunteers through support, supervision and engagement
- Ensure a safe and supportive environment for volunteers through following proper process and maintaining open and ongoing communications
- Performs other warehouse duties as required

What are we looking for?

- Capable of repetitive movements and lifting up to 25 kilograms/50 pounds repeatedly
- Comfortable working on their feet for long periods of time
- Flexible; able to adapt to varied work requirements
- Reliable and punctual team player
- Strong attention to detail
- Ability to work independently
- Competent with learning and using inventory software
- Good reading/writing skills; fluent in English; clear, legible handwriting
- Strong mental math skills
- Ability to understand and follow food safety principles and regulations
- Proficiency in Outlook, Word and Excel required

Compensation

The compensation for this position is \$20.76/hr plus 4% in lieu of earned vacation, paid out on a biweekly basis.

Application Instructions

For your application to be considered, please ensure that it includes the following:

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

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 Friday, April 5, 2024. **Please include Summer Student - Warehouse Assistant 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 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, 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!