

## **Warehouse Coordinator**

Permanent, Full-time Position - 42.5 hours/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 Warehouse Coordinator?**

Working as part of a collaborative team, the Warehouse Coordinator is responsible for the receipt, storage, processing, and distribution of all food through the Feed Nova Scotia Warehouse. Safe and efficient food handling is a core function of the Operations Department, and the organization as a whole.

Warehouse Coordinators ensure that food flows safely, quickly and in sufficient quantities through the warehouse and to member agencies through detailed planning and reporting, as well as close adherence to occupational and food safety protocols and pest control procedures. This position is also responsible for the hands-on supervision and leadership of both volunteers and Warehouse Assistants.

### **What does a Warehouse Coordinator do?**

- Achieves daily targets, with fluctuating labour resources
- Trains new staff, volunteers and groups in warehouse safety, sorting, repackaging and order building
- Supervises and engages with volunteer groups of up to 20 people daily
- Monitors and carries out quality, food safety and pest control measures
- Monitors and enforces occupational health and safety procedures, including the submission of near-miss and incident/accident reports
- Reports on inventory, production, distribution, pest control and health & safety
- Coordinates with receiver to manage available space and resources
- Actively manages inventory in order to forecast requirements and stock levels, ensuring that any shortages are identified and reported to the Operations Manager

- Manages and rotates bulk inventory by best before date, or receipt date when best before date is not available
- Supervises sorting, labelling, and wrapping of product
- Conducts quality checks of finished product
- Supervises network agency order building
- Plans delivery loads to match available transport resources
- Conduct quality checks of finished order
- Creates environment where volunteers can have an engaging and impactful experience
- Performs other warehouse duties as required, which may vary from time to time with the evolution and needs of the organization

## What are we looking for?

- High school diploma or equivalent; 3-5 years warehouse experience
- Able to consistently lift 50lbs, and safely operate necessary equipment.
- Flexible and resilient; able to adapt to varied and unpredictable work requirements
- Takes initiative; creative problem solving skills
- Reliable, punctual and safety conscious team player
- Approaches workplace challenges with curiosity and kindness
- Excellent leadership skills; aptitude for continuous learning and improvement
- High degree of sociability; positive, outgoing personality
- Previous experience in supply chain management, warehouse logistics and distribution preferred
- Effective communications skills, both written and verbal
- Forklift certification considered an asset
- Experience with data-entry work and/or demonstrated ability to follow procedures
- Demonstrated ability to manage competing priorities
- Strong time management skills and excellent attention to detail
- Ability to quickly adjust to changes in priorities and adjustment to process
- Proficiency in MS Office suite (Microsoft Word, Excel and Outlook) required
- Demonstrated ability to work collaboratively while being responsible for individual work
- Centers equity, diversity, and inclusion in their work

## Compensation

The salary range for this position is \$55,667-\$65,491 annually, 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 your application in one PDF document to: [recruitment@feednovascotia.ca](mailto:recruitment@feednovascotia.ca) by 11:59pm on

Monday, March 25. For your application to be considered, please ensure that it includes the following:

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

When submitting your application via email, please include Warehouse Coordinator 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 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 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 the recruitment team via email at [recruitment@feednovascotia.ca](mailto:recruitment@feednovascotia.ca)