

Warehouse Coordinator

Hours/week: 20

Monday – Thursday 9 am – 3 pm

1 hour unpaid lunch

Rate of Pay: \$17.00

Qualifications:

- ?? Minimum of 2-3 years warehouse management experiences
- ?? Supervisory experience with the ability to work with all ages, ethnic groups and those with disabilities
- ?? Experience with inventory control systems
- ?? Knowledge of health department regulations regarding food/warehouse operations
- ?? Knowledge of WHMIS
- ?? Knowledge of health and safety procedures and policies
- ?? High degree of organizational ability and attention to detail
- ?? Logistics experience coordinating pick-up and delivery of goods,
- ?? Knowledge of food warehousing and expiry/best before dates
- ?? Current Forklift license
- ?? Food handling certification
- ?? First Aid
- ?? G class drivers license with clean driver's abstract
- ?? Candidates must be well organized, energetic, team-player, with excellent customer service skills and able to lift material weighing up to 80 lbs

Responsibilities:

- ?? Supervise volunteers, provide meaningful tasks, providing feedback to volunteer coordinator
- ?? Liaise with Volunteer Coordinator to ensure volunteer staff meet warehouse needs.
- ?? Verifying, loading and unloading food in a timely manner to ensure all food is moved through the warehouse arriving at the member agencies as requested
- ?? Drive the forklift when necessary, ensure all forklift drivers are licensed
- ?? Organizing the logistics of food pick-up and delivery
- ?? Ensure truck drivers have information required to move food
- ?? Ensure health and safety measures are enforced
- ?? Ensure health department standards are practiced
- ?? Ensure all WHMIS regulations are enforced
- ?? Meet with key food suppliers to develop relationships
- ?? Provide excellent customer service to member agencies
- ?? Maintain inventory control system
- ?? Ensure food expiry dates are checked and processed accordingly
- ?? Ensure at least one person with a food handling certificate is present while food is being handled
- ?? Other warehouse and administrative duties
- ?? Participate in community awareness events as requested by Executive Director
- ?? Other activities assigned by Executive Director

Supervisor: Executive Director

Updated: January 10, 2010

Committee Involvement: To be determined