

Food Share Coordinator Position Description

Primary duties include the coordination of a new Food Share program and distribution of food and non-food items, donation pickups, receipt, storage, communicating delivery logistics and maintaining warehouse organization and cleanliness. As a supplementary role of this position, duties include facility repairs and maintenance, warehouse logistics, and liaison with suppliers, donors, volunteers and community partners to provide operational support to the organization as a whole.

Hours: 35 Hours per Week until December 31, 2021, possibility of extension.
Starting as soon as possible
Monday to Friday
8:00 AM – 4:00 PM
Occasional additional hours may be requested

Required Skill Set:

1. Communication Skills - interact with volunteers, clients, partners, donors and the general public.
2. Inventory/Record Keeping Skills - record weights of incoming and outgoing food and non-food items, track inventory and supplies, create transport schedules.
3. General knowledge of Microsoft Office an asset as well as computer skills to create promotional materials.
4. Forklift experience and/or certification preferred
5. Operation of warehouse equipment - scales, forklift, pallet-jack, dolly, etc.
6. Heavy lifting is required
7. Must possess a current class 5 driver's license.
8. Must be willing to submit a Police Records Check and Driver's Abstract.

Job Description:

- Establish and facilitate the Food Share program by establishing routes and schedules for food delivery.
- Keep records of vehicle and food costs, and any new equipment
- Establish relationships with food share partners and create delivery transport schedules
- Record transportation costs and summaries of grant reports
- Create posters and promotional materials for recruiting volunteers
- Pickup, weigh and record food and non-food donations
- Stock materials in the warehouse - includes front counter intake when required
- Repackage bulk foods for distribution to other agencies
 - prepare goodie bags, baby bundles, diabetic bundles, safety packs
- Assist with facility maintenance - maintain cleanliness of warehouse area, clean and maintain front & back lot, including weed control, garbage removal, etc.
- Support Operations Manager with food share programs and administrative tasks
- All other duties as directed by the Operations Manager and/or the Executive Director. This position undergoes On-the-Job training.

Please submit resume and 3 references to Neil Heaton, Operations Manager neil@interfaithfoodbank.ca

Position available immediately and will be filled as soon as a suitable applicant is confirmed.