



Development/Warehouse Associate Job Ad

Harvest Manitoba is a fast-paced and energetic workplace with employees that care about the work we do and the communities that we serve. As a not-for-profit, community-based organization, our goal is to collect and share food with people that are hungry and offer training opportunities to help people step up and out of poverty.

Harvest Manitoba is an outstanding place with employees that care greatly about the work that we do and the people that we work with and serve. We're seeking a dedicated **Full-Time Development/Warehouse Associate** that will work well with our team and ensure the consistent and proactive flow of food and monetary donations into the organization in liaison with both, internal and external stakeholders. This person must have exceptional customer service and time management skills, and should be knowledgeable about our city routes.

What you'll do:

- Support the food drive process:
 1. Tracking incoming food donations.
 2. Help with setup/take down of events when applicable.
 3. Schedule pickups and deliveries using Harvest Manitoba vehicles.
 4. Prepare correspondence related to the Development Team, food/fund drives as assigned; including follow up, thank-you letters, acknowledgements, and recognition of support.
- Prepare agency orders for delivery.
- Clean and organize the cooler, freezer and staging areas after orders are completed and prior to storing new food items.
- Make pickups and deliveries using Harvest Manitoba vehicles.
- As a member of the Harvest Manitoba CREW, support the team however needed to ensure operational needs are being met.

About You:

- A strong belief in the dignity of all human beings and a positive and caring approach.
- Two or more years' of providing exceptional customer service experience.
- Experience managing money, and a proven trustworthy and accountable approach to donations.
- Ability to pass a Criminal Background and Child Abuse Registry Check is essential.
- Valid clean Class 5F driver's license required, and a reliable vehicle is strongly preferred.
- Ability to drive Cube Vans, and experience driving in Winnipeg.
- Ability to lift, push and pull 50 to 75 lbs. over an extended period and from time to time, lift awkward weights, use dollies and pallet jacks.
- A strong team focus, ability to work well with others and an interest in supporting the organization and its CREW.

Evening and weekend shifts will be required as business levels dictate.

Think you have what it takes to join our outstanding CREW? Let's talk.

To learn more about this opportunity, visit: <https://www.harvestmanitoba.ca/about-us/join-our-crew/>

Apply by email with your resume and cover letter at: hr@harvestmanitoba.ca

We thank all candidates for their interest; however only those with the required qualifications will be contacted.

Harvest Manitoba is an equal opportunity employer and is committed to equity, diversity & accessibility in the workplace.