



COMMUNITY FOOD NETWORK SERVICES ASSOCIATE

Part-Time Permanent

Salary Scale - \$15.63 to \$18.50 per hour

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 are seeking a dedicated Community Food Network Associate for a full-time permanent position that will work within our Agency and Client Services Departments. The Agency team is the liaison between Harvest and the 325+ community organizations receiving food. The Client Services department ensure that people who require emergency food, receive assistance in a timely manner. This position will primarily work within our Agency Team but will act as a support to our Client Services Team as needed. This person has a passion for helping others and has exceptional customer service skills.

What you will do:

- Answer general inquiries via phone, email & drop-in.
- Assist Agencies who pick up regularly scheduled food orders, special orders. This includes packaging, sorting perishables and non-perishable items, loading boxes, weighing items and other tasks as required on the warehouse floor.
- Maintain a clean and orderly Agency area in the warehouse, assist with set-up and tear down after food and non-food programs.
- Ensure policies, dress code and safety parameters are followed by all entering Harvest.
- Safely operate pallet jack and/or forklift as needed.
- Act as Agency Host for Meal/Snack program as needed. Assist Meal/Snack volunteers in day-to-day lifting, boxing and loading orders.
- Stock and clean Agency area fridges and freezers.
- Assist in contacting Agencies and clients as needed to help with complaints and other issues that may arise.
- Provide leadership, guidance and mentoring to our volunteers.
- Work with the Client Services Team to ensure that people receive food assistance and register them for a food bank appointment as required. Maintain client records and the client services data base.
- Complete special projects and perform other duties as assigned.
- As a member of the Harvest CREW, support the team however needed to ensure operational needs are being met.

About You:

- Applicant's must present official documentation confirming they are fully immunized against COVID-10 along with Government issued identification to validate the person's identity as matching the vaccination record provided.
- A strong belief in the dignity of all human beings and a positive and caring approach.
- Ability to lift, push, pull a minimum of 50 lbs., sit, and stand for extended periods of time.
- Previous experience in warehouse operations or customer service an asset.
- Valid class 5F driver's license and a clean driver's abstract is required.
- Ability to work cooperatively alongside volunteers.
- Excellent attention to detail & strong organizational skills.
- Experience working with food safety guidelines, and an understanding of the associated safe-work procedures and hygiene principles.
- Clear communication skills with the ability to read, write legibly and follow oral and written instructions.
- Knowledge of food-security and poverty issues (an asset).
- Ability to pass a criminal background check and child abuse registry check.

- **Commitment to the organization's vision of accessible, healthy, and sustainable food for all.**
- **A strong team focus, ability to work well with others and an interest in supporting the organization and CREW.**

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

Application Instructions:

*Apply on Indeed or send an email with your cover letter and résumé to HR@harvestmanitoba.ca
We thank all candidates for their interest, however only those selected for an interview will be contacted.
Thank you for your interest in Harvest Manitoba.*