



Warehouse Associate Job Description
Part-Time
Salary Scale - \$13.00 to \$14.75 per hour

Harvest Manitoba is an outstanding place with employees who are passionate about the work we do and work together with our community every day to ensure no Manitoban goes hungry. We're seeking a dedicated Part-Time Warehouse Associate that will work well with our team to ensure the consistent and proactive flow of food into the organization, arrange the pick-up and receipt of food donations from various donors, organize these donations and facilitate the distribution to the various agency partners. This person must have exceptional organizational and time management skills and should be knowledgeable about our city routes.

What you'll do:

- 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.
- Operate forklifts and/or pallet jacks to restock cooler and order-prep area.
- Make pickups and deliveries using Harvest Manitoba vehicles.
- Load and unload Harvest Manitoba vehicles.
- Complete special projects and perform other duties as assigned.
- As a member of the Winnipeg Harvest 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.
- Applicants must present official documentation confirming they are fully immunized against COVID-19 along with identification to validate the person's identity as matching the vaccination record provided.
- Previous experience in warehouse operations, preferably 1 or more years, is required.
- Valid class 5F driver's license and a clean driver's abstract is required.
- Ability to lift, push, pull a minimum of 50 lbs., sit, and stand for extended periods of time.
- 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).
- A strong team focus, ability to work well with others and an interest in supporting the organization and its CREW.

Part-time hours: 20+ per week

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

Apply with your resume and cover letter to hr@harvestmanitoba.ca

We thank all candidates for their interest; however only those considered for an interview will be contacted.