



**Food Retail Liaison**  
**Job Description**  
**Full Time - Permanent**  
**Salary Scale - \$16.50 - \$ 24.29 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 full time Food Retail Liaison that will work well with our team and ensure the consistent and proactive flow of food into the organization and ensures consistent inbound donations from various store locations in Winnipeg and Manitoba. This person must have exceptional organizational and time management skills.

***What you will do:***

- Reporting to the Director of Corporate Partnerships - Participate in the strategy for food acquisition and quality and manage the implementation of this said strategy to ensure continued growth in food donations and donated transportation opportunities.
- Tend to the relationships with all store locations, wholesale outlets, and distribution outlets around Winnipeg and Manitoba connected with Harvest.
- Develop and secure new food relationships with retail, producers and manufactures in Manitoba.
- Develop, create, track measurable reduced greenhouse reports with regards to reclaimed food.
- Tend to all store level issues, concerns or challenges and bring to the attention of the director of corporate partnerships.
- Confirm and record all inbound donations quantities provided from distribution outlets and stores for the Harvest Warehouse team.
- Update and report incoming food reports related to front end managers, department managers and store managers.
- Tend to and manage the necessary "Food Reporting" template and process for Food Banks of Canada and Food Rescue.
- Check on all existing Harvest collection bins at front of house at store locations – ensuring they are clean and properly labelled. Replace and restock as required.
- Engage with retail stores on opportunities
- Activate all Harvest Manitoba's and Food Banks Canada initiatives in store.
- 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:***

- A strong belief in the dignity of all human beings and a positive and caring approach.
- Professional presence, with a positive attitude and self-starter, the ability to multi-task and prioritize workload
- Experience with managing donor relationships, activations, and the donor cycle
- Demonstrated experience in using databases. (Donor Perfect an asset))
- Proficient in MS Office (Outlook/Word/PowerPoint/Excel).
- Ability to work with a wide variety of people.
- Ability to lift, push, pull a minimum of 50 lbs.
- Excellent attention to detail & strong organizational skills.

- Experience working with food safety guidelines
- 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.

**\*\*\* 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.**

**\*\*\* Valid class 5F driver's license and a clean driver's abstract is a required.**

**Full-time hours: 40 per week**

**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 [crutherford@harvestmanitoba.ca](mailto:crutherford@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.*