



### **About Harvest Manitoba**

Harvest Manitoba (“Harvest”) is a charitable organization dedicated to nourishing our communities and our sense of community so that no Manitoban goes hungry. We receive 11 million pounds of food every year, which is sorted and packed largely by volunteers into Harvest Hampers and distributed to Manitobans through our Community Food Network of more than 325 food banks and agencies in Winnipeg, rural, northern and First Nations communities. Right now, we feed 80,000 Manitobans every month, 46% children. Our Food Distribution Centre, which includes our Emergency Food Support Assistance Line and Warehouse, is in our Winnipeg Headquarters.

### **Mission**

*Working together  
towards a healthier  
future for all where no  
Manitoban goes  
hungry*

### **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.

**Reports to:** Director of Food & Fundraising

#### **Responsibilities:**

- 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.



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[HarvestManitoba.ca](http://HarvestManitoba.ca)





- 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.
- Applicant's must present official documentation confirming they are fully immunized against COVID-10 along with identification to validate the person's identity as matching the vaccination record provided.
- Must have a valid MB Driver's license and a clean Driver's Abstract.
- 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.

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

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](mailto:hr@harvestmanitoba.ca)

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



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