



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*

Agency Food Relations Associate Job Description Full-Time Permanent Salary Scale \$15.88 to \$18.75 per hour

AGENCIES DEPARTMENT OBJECTIVES: The Agencies Department is responsible for facilitating the distribution of surplus food to Harvest Manitoba’s Community Food Network in conjunction with organizational policy. This includes overseeing the operations of our Agency partners and supporting and training them to provide the best service to hungry people in our communities.

POSITION GOAL: The Agency Food Relations Associate is responsible for all outgoing food and non-food items leaving the Harvest Manitoba warehouse for distribution to our various agencies in our Community Food Network. This includes creating the daily orders with an understanding of inventory levels and utilizing the “Fair Share” model. Coordinates surplus days, household personal care, pet food, and baby items.

REPORTS TO: Agency Manager

LIAISES WITH: Warehouse Management, Agency Liaisons, Client Services Team, Warehouse and Facilities employees, Volunteer Services, and organizational Directors & Managers, and our various External Partners.

Responsibilities:

- Utilizing the “Fair Share” model and an understanding of warehouse inventory levels, create daily orders for our agencies for pick-up or delivery
- Coordinate the distribution of non-food items such as household items (in conjunction with the Agency Liaison), personal care items, pet food and baby items to our partnered agencies
- Manage and schedule Surplus Days with our agencies in our community food network to ensure that surplus food and non-food items are safely and fairly distributed
- Facilitate outgoing rural orders, including arranging food transportation, completing a bill of lading
- Administer databases related to the various Agencies and working closely with the Agency Liaisons to ensure data is current and accurate



- Communicate with Community Food Network regarding orders, timing, special items, or any other details that might be relevant for them to know ahead of time; support their efforts and nurture strong relationships
- Coordinate with the Agency Liaisons to support the Meal Snack and Surplus Program
- Track some of the outgoing items and information for statistics purposes
- As a member of the Harvest Manitoba CREW, support the team however appropriate 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
- Warehouse and/or food distribution experience
- Ability to lift, push, pull a minimum of 50 lbs., sit, and stand for extended periods of time
- Outstanding organizational abilities, and the proven ability to quickly adjust to competing priorities
- Exceptional interpersonal, written, and oral communication skills
- Ability to liaise professionally and enthusiastically with a diverse group of key stakeholders
- An intermediate knowledge of the Microsoft Office Suite, particularly Word and Excel, is required
- Develop timely and thoughtful solutions to operational challenges or conflicts
- Strong attention to detail and the ability to manage stakeholder data and requests
- A strong team focus and interest in supporting the organization and its CREW
- Knowledge of food-security and poverty issues is an asset
- Ability to pass a Criminal Records Check (CRC) and Child Abuse Registry Check (CARC) is required
- Valid Class 5F driver's license and clean Driver's Abstract is required

Evening and weekend shifts may 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

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