



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 12 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 360 food banks and agencies in Winnipeg, rural, northern and First Nations communities. Right now, we feed 90,000 Manitobans every month, 49% of them 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*

Senior Warehouse Manager Job Description Full-Time Permanent

WAREHOUSE DEPARTMENT OBJECTIVES: The Warehouse Department oversees the movement of food into and out of the warehouse. Working in conjunction with various departments, the Warehouse team arranges the pick-up and receipt of food donations from various donors, organizes these donations and facilitates the distribution to the various agency partners. Working with the support of employees and volunteers, the warehouse is the central hub that allows us to feed hungry people throughout Manitoba.

POSITION GOAL: As a Senior Warehouse Manager you will play a key role to bring expertise and fresh ideas to our warehouse. Our team needs someone with excellent communication skills that can clearly distribute information and expectations as well as support company-wide standards of performance. Oversee labor planning and workflow. Proactively manage our space utilization within the building, ensuring that we understand inbound volume, etc. Lead and motivate a team of warehouse associates & volunteers pursuing excellence in accuracy, customer experience, safety, employee engagement, and productivity.

REPORTS TO: Director of Operations

RESPONSIBILITIES:

People Management

- Lead the scheduling, development, performance evaluations, and disciplinary actions of warehouse associates.
- Provide staff training as required.
- Supports staff selection, provide directions, supervision, and training for warehouse and driving staff, to ensure efficient and profitable operations.
- Monitors all warehouse staff on compliance with lift and electric equipment on site.
- Ensure effective and safe use of warehouse equipment.
- Experience working with volunteers of varying skill levels.

Warehouse & Distribution Workflow Management

- Manage the receipt, storage, and distribution of warehouse goods.
- Achieving warehouse operational objectives by implementing action plans, quality, and customer-service standards.
- Ensure standard operating procedures are implemented.
- Make recommendations for continuous improvement
- Initiate, coordinate and enforce optimal operational policies and procedures.
- Keep detailed records of warehouse activities.
- Inspect, maintain, and manage warehouse equipment and vehicles.



Operation Planning and Process Improvement

- Develop and maintain operational standards.
- Review periodically the operation processes to ensure CQI (Continuous Quality Improvement).

Workplace health and safety

- Sits on the workplace health & safety committee and conduct regular inspections.
- Conduct workplace risk assessments and accident investigations.
- Establish and maintain a safe and healthy work environment and provide a high level of safety awareness among the warehouse and distribution teams.

Organizational Dimensions/Scope

- A key role in the organization with business success relying on your leadership. Member of management team.
- Oversee the planned maintenance of warehouse equipment and troubleshoot/replace where needed.
- Ensure all shipping and receiving documentation is maintained.

QUALIFICATIONS Required:

- Experience in a management lead role managing hourly employees. Experience managing a warehouse team in a unionized environment would be a benefit.
- Ability to work/excel in a fast-paced environment where attention to detail and effective multi-tasking is essential.
- Excellent problem-solving skills and leadership qualities.
- Analytical skills including spreadsheet and database skills.
- People management skills, including the ability to recruit, explain ideas, delegate work, motivate, and lead and discipline members of the team
- A strong belief in the dignity of all human beings and a positive and caring approach.
- Required to have a clear Criminal Records Check (CRC) and Child Abuse Registry Check (CARC).
- Required to have a valid Manitoba Class 5 driver's license with a clean Driver's Abstract.
- Knowledge of safe food handling procedures (HACCP) an asset, preferably with a current Food Handler's Certificate.

PHYSICAL REQUIREMENTS:

- Ability to lift, push, pull a minimum of 50 lbs., sit, and stand for extended periods of time.
- Ability to climb ladders at heights, bending at the waist, sitting, kneeling, laying horizontally, climbing, walking, etc. as the job may require.

Harvest Manitoba offers a competitive benefits plan, RRSP matching, and on-site parking.

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

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