



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*

Quality and Inventory Controller Job Description Full-Time Permanent Salary Scale \$17.30 to \$20.55 per hour

POSITION GOAL: The Quality & Inventory Controller works for the Food and Fund Department to ensure the preservation of Harvest’s quality standards in the Warehouse. This includes overseeing the receiving, weighing and approval of incoming donations, ensuring standards & processing of in-process production are met, and approving & weighing completed orders leaving the warehouse. This individual tracks and monitors inventory to meet daily distribution demands and supports the CREW and volunteers to ensure products are received, stored, and distributed in a way that maintains the safety and health of the CREW, and maintains the integrity of the products in our possession.

REPORTS TO: Manager of Food Stewardship

RESPONSIBILITIES:

- Effectively and efficiently inspect the quality and condition of products received in the warehouse and approve by confirming specifications, conducting a visual and measurement test, and rejecting or returning unacceptable materials when necessary.
- Received incoming goods, checked paperwork, and reviewed product for accuracy against documentation
- Track weights on incoming and outgoing food and products. This includes approving incoming and outgoing deliveries and communicating food waste or spoilage to the Manager of Food Stewardship and/or Director of Food & Fundraising for tracking.
- Operate a forklift and pallet jacks to move, fill or empty overhead spaces in warehouse locations
- Pull damaged and recalled products for return or disposal.
- Enter information into the system to update status reports.
- Ensure the integrity of food inventory, confirming the preservation of cold-chain procedures for stored inventory, incoming products, and outgoing orders. Ensure temperature gauges are within approved range and proper storage is achieved.
- Inspect perishables and produce already in inventory and report back to Manager of Food Stewardship regarding issues or problems.
- Identified unproductive inventory for optimizing stock productivity.



- Coordinate with the Warehouse on incoming orders, large deliveries or anything that may impact inventory management. Ensure adequate space in cold storage as required.
- Act as the liaison between Agencies, Volunteer Services and Warehouse Departments for product changes, quality, and other inventory-related issues.
- Record and log all documentation related to inspection results and quality control issues, ensuring accurate capture of all information.
- Coordinate and manage daily physical and perpetual cycle-counting efforts (FIFO) analyzing changes or variances for root causes and trends.
- Develop inventory control procedures and best practices for the Warehouse and report, monitor and review daily inventory activities, adjusting as needed to resolve issues or discrepancies.
- Recommend process changes to minimize inventory loss, and train and communicate changes to the CREW on inventory control practices and procedures as required.
- Established and maintained strong working relationships with stakeholders.
- Maintain a safe working environment, following all rules and policies including safety regulations.
- As a member of the Harvest Manitoba CREW, support the team however needed to ensure operational needs are being met.

QUALIFICATIONS:

- A strong belief in the dignity of all human beings and a positive and caring approach
- Bachelor's Degree in business operations, logistics, mathematics, or related discipline is an asset
- Three to five years' experience required in warehousing or logistics, preferably in a retail or wholesale environment
- Required experience in managing quality and inventory systems
- Welcoming & professional interpersonal and communication skills, both written and verbal
- Knowledgeable of safe food handling procedures, preferably with a current Food Handler's Certificate
- Strong working knowledge of warehouse safety standards and procedures
- Flexibility with the capacity to change directions and address urgent operational needs
- A strong team focus and ability to support the organization and its CREW
- Knowledge of the Microsoft Office Suite is required & the ability to utilize inventory management systems an asset
- Knowledge of food-security and poverty issues is an asset
- Valid First Aid & AED Certifications is an asset
- Previous forklift certification is a strong asset
- Required to have a clear Criminal Records Check (CRC) and Child Abuse Registry Check (CARC)
- Required to have a valid Class 5 driver's license with a clean driver's abstract

PHYSICAL REQUIREMENTS:

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



Harvest Details:

- Benefits Package (Dental Care, Extended Health Care, Life Insurance, etc.)
- RRSP Company Match Plan
- Paid Lunch Hour and Breaks
- On-Site Parking
- 8-hour Shift

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.