



### **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*

### **Warehouse Associate Job Description Full-Time Permanent**

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. As a key member of the Warehouse team the **Warehouse Associate** will work well with our team and ensure the consistent and proactive flow of food into the organization, arranges the pick-up and receipt of food donations from various donors, organizes these donations and facilitates the distribution to the various agency partners. This person must have exceptional organizational and time management skills and should be knowledgeable about our city routes.

**Reports to:** Director of Operations and/or Senior Warehouse Manager

### **Responsibilities:**

- Prepare agency orders for delivery.
- Clean and organize the cooler, freezer and staging areas after orders are completed and prior to storing new food items following all FIFO processes.
- Operate forklifts and/or pallet jacks to restock cooler and order-prep area.
- Make pickups and deliveries using Harvest Manitoba vehicles.
- Load and unload Harvest Manitoba vehicles.
- Keep Warehouse floor area clean and always organized.
- 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.
- Required to have 3 or more years' experience in warehouse operations.
- Required to have a valid MB class 5 Driver's License and a clean driver's abstract.
- Required to have a clear Criminal Records Check (CRC).
- Previous experience driving 3–5-ton trucks is an asset.
- Ability to lift, push, pull a minimum of 50 lbs., sit, and stand for extended periods of time.
- Excellent attention to detail & strong organizational skills.
- Experience working with food safety guidelines, and an understanding of the associated safe-work-procedures and hygiene principles.
- 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.

### **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.*

*Please submit your resume to [hr@harvestmanitoba.ca](mailto:hr@harvestmanitoba.ca)*