



## **Warehouse Associate Job Posting**

The North York Harvest Food Bank is the second-largest food bank in Toronto, distributing more than 2 million pounds of food last year through 80 neighbourhood programs. An independent, charitable organization, we envision a community where all members are able to meet their food needs.

### **Position Summary:**

The Warehouse Associate supports the North York Harvest Food Bank's operations team, working with colleagues to ensure product is moved on and off trucks, around the warehouse and orders packed. This is a full time (37.5 hrs per week) permanent position. Compensation is \$17.70 to \$20.82 per hour plus benefits.

### **Reporting Relationship:**

The Warehouse Associate reports to the Senior Manager, Operations

### **Key Responsibilities:**

1. Load and unload trucks
2. Assemble agency orders based on established guidelines; wrapping and labelling products
3. Manual physical lifting of food, household goods and packaged boxes
4. Assist with delivery and pick ups as needed
5. Weigh and record incoming and outgoing food; participate in inventory control
6. Collaborate with warehouse team and the rest of the NYH team
7. Maintain and clean warehouse regularly
8. Focus on and execute safe work practices to achieve a safe work environment
9. Participate in food sorting in accordance with food safety guidelines, as needed
10. Assist with special events as needed
11. Perform other duties as required

### **Qualifications**

1. Interest in working in a busy warehouse; previous experience an asset
2. Desire to work in an environment dealing with hunger, food security and/or poverty and servicing low-income, diverse and multicultural clients an asset
3. Some experience using warehouse equipment preferred (training provided)
4. Basic English comprehension, verbally and in reading
5. Organized and punctual; works well in a fast paced environment
6. Hardworking and reliable team player
7. Willingness to pitch in
8. Basic computer skills, especially with the Microsoft Office suite of programs, an asset

9. Ability to lift up to 35 lbs

10. Ability to work occasional evenings and weekends

Interested candidates should submit their resume and brief statement of intent to Sahar Ghafouri, [sahar@northyorkharvest.com](mailto:sahar@northyorkharvest.com)