



**Job Title: Coordinator, Food Distribution and Operations**

**Reports to: Operations Team**

**Position Type: Full-time – 1 Year Contract**

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You may be the perfect addition to our awesome team!

Check all that apply to you:

- I want the work I do to have an impact on people in my community
- I enjoy working autonomously
- I have amazing attention to detail
- I find meaning in working with volunteers
- I am able to be on the move for most of the day
- I appreciate the fashion sense of safety footwear
- I can routinely lift between 10 and 50 lbs.
- I am comfortable (with training) of using lifting equipment
- People say I have a Disney style approach to customer service
- I welcome the opportunity for non-traditional hours
- People say I keep my own living space clean and tidy

If you checked all the above then you are definitely on your way to being the right person for our role of Coordinator, Food Distribution and Operations. I know the title is cool and so is the role, literally. Why? A main responsibility is the coordination of our fresh food donations and pre-packing program. This means that one “cool” aspect of this job is to enjoy the brisk, fresh air of our walk-in coolers.

You also get to ensure that the warehouse is organized and facility is clean, safe and welcoming for all our cast members and guests.

***Still sound like you?***

Awesome. This role involves interacting with several areas of the organization, and having strong interpersonal skills is just as important as being able to pick and pack food. As a team lead in the warehouse you will also help support food pick ups and deliveries throughout the day. Later in the day and into the evening you will have lots of autonomy in getting deliveries ready. Sometimes this will be alongside volunteers who donate their time and talent to help us serve the community.



***Still something you are interested in?***

Super! Food for Life offers a rewarding place to work with amazing people and we offer benefits and ample vacation, for the right person of course.

Right now, this role is scheduled to be a Sunday to Thursday position with occasional weekend work when needed. Sundays would be 10-4pm, Mondays 9-5 pm and Tuesday to Thursday would be 1-9 pm. This position will support a key project we are working on, so there will naturally be flexibility on either side of these hours.

We value transparency in all we do and want you to know that if you are interested in this role your compensation would be the equivalent of \$18.00 per hour or approximately \$35,000 per year, 15 days of paid vacation and potential opportunity for employer sponsored benefits.

So when do you want to start?

This role is available immediately. We will be doing interviews regularly and hope to find the right person as soon as possible.

If you are looking for a great opportunity to start a career then please send your resume and cover letter to us. But before you hit send read the next line...

**This is really important!** Please put your cover letter and resume in the same file and save as a PDF. Please name your file: FoodCor YOUR LAST NAME and email to [melissa@foodforlife.ca](mailto:melissa@foodforlife.ca)

Operators are standing by...but please no phone calls or emails, except for your cover letter and resume of course!

Learn more about Food for Life at [www.foodforlife.ca](http://www.foodforlife.ca)