



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

**Reports to: Operations Team**

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

**Hours of Work: 16 hours/ week. Monday through Thursday, 4PM - 8PM**

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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
- 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 enjoy the brisk, fresh air of the 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 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.

# food *for* life



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

Super! Food for Life offers a rewarding place to work with amazing people.

Right now, this role is scheduled to be a **Monday, Tuesday, Wednesday and Thursday position. Hours of work will be 4PM to 8PM for a total of 16.0 scheduled hours per week.**

We value transparency in all we do, so if you are interested in this role your compensation would be the equivalent of \$18.00 per hour or approximately \$14,976 per year. There is also future potential for full-time permanent work, including employer-sponsored benefits, if you are the right fit.

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 [www.foodforlife.ca](http://www.foodforlife.ca)