

KAWARTHA LAKES FOOD SOURCE

DISTRIBUTION CENTRE ASSISTANT JOB DESCRIPTION

**This is a part time position that operates from 8:30am – 4:30 pm Monday – Friday.
Two weeks of the month will be two days a week (Monday and Wednesday)
Two weeks of the month will be three days a week (Monday, Friday, and variable)**

REPORTING TO:

The Distribution Centre Assistant reports to the Distribution Centre Supervisor, if on duty, or the General Manager.

SUMMARY OF DUTIES AND RESPONSIBILITIES:

- Receive, inspect and stock food from reclamation companies and other sources
- Provide orientation of volunteer staff
- Set-out volunteer staff responsibilities
- Train & supervise volunteer staff
- Rotate dated food inventory
- Disburse inventory on a first-in, first-out basis
- Initiate inventory control records for receipt of donated items
- Perform monthly inventory count
- Prepare individual order sheets from computer print out
- Pack the food cartons for member orders
- Receive the monthly number count from member agencies
- Liaise with and arrange food redistribution with member agencies
- Maintain general housekeeping: waste management pick-up, recycle pick-up
- Operate in accordance with OAFB/CAFB guidelines
- Ensure warehouse is operating to meet County Health Unit requirements
- Participate at food drives and community fundraising events
- Other duties as the General Manager deems necessary

SKILLS AND KNOWLEDGE REQUIRED:

1. Strong interpersonal, leadership and communication skills
2. Strong organizational skills
3. Ability to multi-task
4. Up-to-date certification in Fork Lift operation an asset
5. First aid certification an asset
6. Work effectively in both a team environment and independently.
7. Flexible with working hours.

Knowledge of distribution centre operation and social services would be an asset.