

KAWARTHA LAKES FOOD SOURCE

DISTRIBUTION CENTRE ASSISTANT JOB DESCRIPTION

**This is a 3 day a week position that operates from
8:30am – 4:30 pm Monday – Friday.**

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
- Set-out volunteer staff responsibilities
- Train & supervise volunteer
- 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 through a standardized software
- Liaise with and arrange food redistribution with member agencies
- Maintain general housekeeping: waste management pick-up, recycle pick-up
- Operate in accordance with OAFB/FBC guidelines
- Ensure warehouse is operating to meet Health Unit requirements
- Participate at food drives and community fundraising events
- Other duties as the Distribution Centre Supervisor and/or General Manager deems necessary

SKILLS AND KNOWLEDGE REQUIRED:

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

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

Please send resume to info@kawarthalakesfoodsource.com or drop off at 41 George Street West, Lindsay by Wednesday, Sept 26 at 4:00 pm. Only candidates selected for interview will be contacted. Thank you for your interest in Kawartha Lakes Food Source.