

## JOB POSTING

### Operations Associate/ Material Handler

[Canada Summer Job Program]

Daily Bread Food Bank works towards long-term solutions to end hunger and poverty and runs innovative programs to support individuals living on low incomes and experiencing food insecurity. Daily Bread distributes fresh and shelf-stable food, and fresh-cooked meals to 132 member agencies and 209 food programs across Toronto. Daily Bread also publishes the influential Who's Hungry report - an annual survey measuring trends in food insecurity and poverty in Toronto to educate the public and spark policy change.

|                         |   |
|-------------------------|---|
| <b>Job Title</b>        | Operations Associate / Material Handler (2 positions)                                     |
| <b>Reporting to</b>     | Operations Manager  |
| <b>Location</b>         | 191 New Toronto Street, Toronto, ON M8V 2E7   |
| <b>Term of Contract</b> | <b>10-12 weeks, 35 hours per week, the start date will be in June.</b> (\$18.75 per hour) |

#### To be eligible, participants must:

- Be between 15 and 30 years of age at the start of employment.
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* for the duration of the employment; and,
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

#### Position Function

Operations Associate is responsible for the day-to-day operations of the Warehouse. This includes order picking, palletizing, volunteer training, inventory movement, sorting, and other support activities as directed by the supervisor.

As Health and Safety are a priority within Daily Bread Food Bank, the Operations Associate must take their Health and Safety responsibilities seriously.

#### Warehouse

- Ensure agency orders are fully picked and accurately recorded in the WMS.
- Work with and instruct volunteers on how to pick and prepare orders for shipping and provide ongoing monitoring and support.
- Provide feedback to the manager on any volunteer concerns.
- Proper action to address/advise of any out-of-stock products.
- Highlight any food quality issues that are experienced during picking and bring them to the attention of the Quality Assurance Manager.

- Maintain food safety by following processes for handling and temperature controls.
- Complete end-of-day tasks (skid counts, order staging, cleaning, scrapping of LP's, machine charging, product put-away) as assigned by the manager.
- Palletize orders in a safe and effective manner, with attention paid to structural stability, skid weight restrictions, and preservation of product.
- Ensure all outgoing orders are properly inspected, wrapped, tagged, weighed, recorded in WMS then staged in their designated locations.
- Wrap all pallets adequately to ensure stability during transport.

### **Operation of Equipment**

- Operate equipment only after receiving training and obtaining certification from a Daily Bread authorized trainer.
- Do daily circle checks of the power equipment that you use and daily recharging of pertinent electrical/mechanical equipment.
- Ensure the efficient and safe operation of material handling equipment and facility usage in accordance with company health and safety policies and procedures.
- Notify the manager of any faults or health and safety issues with the power equipment.
- Report unauthorized or misused company equipment to management as soon as possible.

### **Record-Keeping**

- Record all inventory activity in the WMS (boxes sorted, picked, donations received, waste etc.) accurately, advising the manager of any system concerns immediately.
- Ensure end-of-day data is entered correctly in the system.
- Ensure all inventory movements are digitally logged in the WMS.
- Assist with daily, monthly, and annual inventory of the Warehouse, coolers & freezer.
- File all paperwork and documentation accordingly and daily.

### **Service and Team Standards**

- Actively participate in creating and maintaining a team-oriented work environment that includes staff and volunteers. We are not only the work we complete but also the community we create.
- Actively participate in the ongoing effort to improve practices in the Production Hall, Warehouse and Transportation/delivery to Agencies.
- Other responsibilities and duties may be necessary from time to time.

### **Health & Safety**

- Meet the requirements of an employee under the Occupational Health & Safety Act.
- Participate in health and safety information sessions and use or wear the equipment, protective devices or clothing that is required by Daily Bread.
- Assist in maintaining daily orderliness and cleanliness, efficiency, and safe operations in accordance with company policies and procedures.
- Monitor volunteers to ensure they are following food safety, operational processes and safety guidelines as set out by management.
- Report any/all incidents, accidents, property damage and/or work-related injuries to the manager and complete all necessary paperwork.
- Comply with federal, provincial and local warehousing, material handling, and other requirements (i.e., OH&S, food safety policies and procedures); advising management on needed actions.

## **INTERNAL/EXTERNAL RELATIONSHIPS**

The Operations Associate interacts with other staff, individual volunteers and volunteer groups, and donors regularly and vendors, suppliers, and visitors on an irregular basis.

### **Education/Experience**

- Grade 12 diploma or equivalent.
- Experience in a production/warehouse/distribution environment is preferred.
- Shipping/receiving experience is an asset.
- Experience with computerized warehouse and inventory management systems preferred.
- Forklift, WHMIS and Food Handling certification preferred.
- High standards for sanitation, cleanliness, and food safety.
- Working knowledge of MS Word, Excel and Outlook.
- Previous work experience in the food industry or non-profit organizations is an asset.

### **KEY COMPETENCIES**

- A team player with a strong customer service focus and consistent high-performance standards.
- Willingness to work in a diverse and inclusive environment, and to maintain a safe space.
- Must be able to read, write and speak fluent English with good oral and written communication skills.
- Must be physically capable of performing manual labour and can repeatedly and safely lift up to 50 pounds daily.
- Solid understanding of health and safety measures within a warehouse environment.
- Attention to detail and accuracy.
- Positive outlook with a proven work history of being dependable and committed to the work and team.
- Ability to work within tight deadlines and under limited supervision.
- Must adhere to company policies and procedures.

## WORKING CONDITIONS

The Operations Associate works in the Warehouse at 191 New Toronto Street, which is often highly active and noisy, can be dusty, the temperature varies since the area is climate controlled, and requires time spent in coolers and freezers.

There is the need to assist with the offsite collection of food at trade shows and other Daily Bread special events and to work extra hours when deemed necessary from time to time.

This is a fast-paced and physically demanding job. There is constant standing, bending, and stretching; a need to operate a manual pump truck to move pallets of dry and refrigerated food, going into drive-in fridge and freezer for short periods of time, and a requirement to lift to 50 lbs.

### How to Apply

To be considered, please submit a resume and cover letter for the role to Human Resources – [careers@dailybread.ca](mailto:careers@dailybread.ca) by **Monday, June 17, 2024**. Please note that applications will be reviewed on an ongoing basis.

***Daily Bread Food Bank is an equal opportunity employer and encourages applications from members of designated groups. Persons with disabilities who need accommodation in the application process, or those needing job postings in another format, please e-mail a request to Human Resources.***

Daily Bread Food Bank thanks all individuals who apply for this position and will only contact candidates who are selected for an interview.