

JOB POSTING

Inventory Coordinator (Contract - 12 months)

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 207 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.

Job Title	Inventory Coordinator
Department	Operations
Reporting to	Inventory Manager
Location:	191 New Toronto Street, Toronto, ON, M8V 2E7
Salary:	\$47,500- \$48,500 per annum
Terms:	35 hours a week / 12 months Contract, Full-Time, on-site
Schedule:	Monday to Friday (operating hours will vary)

Other considerations for you:

- 100% employer-paid health and dental benefits.
- Free daily lunches when on-site at 191 New Toronto St office.
- 15 days of paid vacation per year.
- Paid sick leave and personal days.
- A hybrid work environment.
- Recognized as one of Greater Toronto's Top Employers (2024).
- Awarded Canada's Most Admired Corporate Cultures by Waterstone Human Capital (2023).
- Recognized as a 5-star rated charity by Charity Intelligence Canada (2023).
- Creative, kind, fun, and passionate team culture.
- Active social committee.
- Free on-site parking.

POSITION OVERVIEW

The Inventory Coordinator will be a key member of the Operations team and will assist the Inventory Manager to ensure the accuracy of our inventory through diligent cycle counting, auditing picked pallets and inventory movement. This role requires a detail-oriented individual with a knack for organization and the ability to multitask effectively in a fast-paced environment.

ROLES AND RESPONSIBILITIES

- Conduct daily cycle counts and adjust inventories on a revolving list of items throughout the warehouse – dry, cooler and frozen inventory.
- Document the results of the inventory management with a high degree of accuracy and input into the WMS.

- Collaborate with Production Hall, Shipping, and Order Fulfillment team to reconcile inventory discrepancies and address any root cause errors.
- Participate in the development and maintenance of inventory control procedures, including replenishment strategies and stock rotation.
- Execute continuous improvement projects to maximize efficiencies in inventory cycle counting and reduce discrepancies.
- Prepare monthly reports for cycle count and commentary/reporting related to root cause fixes and recommendations for continuous improvement.
- Ensure agency orders are fully picked and accurately recorded in the WMS.
- Assist in daily workload planning and distribution of tasks to meet operational deadlines.
- 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 AND EXTERNAL RELATIONSHIPS

The Inventory Coordinator interacts with other staff, individual volunteers and volunteer groups, and donors regularly and vendors, suppliers, and visitors on an irregular basis. This role works collaboratively with all internal partners to support our greater mission.

EDUCATION/EXPERIENCE

- College degree or equivalent experience in logistics, supply chain management, or a related field.
- Ideally 2 years of experience in a position responsible for cycle counts and inventory management.
- Proficiency in using a WMS, inventory flow, maintaining inventory logs and database.
- Knowledge of LEAN principles is a plus.
- 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 throughout the day.
- 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 Inventory Coordinator works in the Operations Team at 191 New Toronto Street, which is often highly active and noisy, can be dusty, the temperature varies since the area is not 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 are long periods of standing, bending, and stretching; a need to operate a manual pump truck to move pallets of dry and refrigerated food, may be required along with going into a chilled and freezer areas for short periods of time, and a requirement to lift up to 50 lbs.

How to Apply

To be considered, applicants must submit a cover letter and resume by **Friday, September 6th, 11:59 p.m.** to careers@dailybread.ca with the headline "Inventory Coordinator". Interviews for the position will be conducted on a rolling basis.

Daily Bread Food Bank is an equal opportunity employer and encourages applications from members of designated groups and those with lived experience of poverty or food insecurity. 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.