



**Centre de ressources communautaires
RIDEAU-ROCKCLIFFE
Community Resource Centre**

Overbrook • Forbes • Carson Grove • Manor Park
Lindenlea • Rockcliffe • New Edinburgh

JOB INFORMATION

Position Title:	Inventory Receiver / Sorter or Warehouse organizer
Reports to:	Program Officer, Poverty Reduction Program-Food Centre
Job Type:	12 weeks- short term contract, part-time (25 hours/week)
Training period:	May 25st to June 11th
Start date:	June 14thth , 2021
End date:	Sept 3rd, 2021
Wage:	\$18/hour
Reference #:	2021-FB-01

JOB SUMMARY

Under the supervision of the Food Bank Program Officer, Poverty Reduction Program-Food Centre and as a member of a multidisciplinary team, the Operations and Warehouse Assistant will support the Centre's Food Bank services.

ELIGIBILITY CRITERIA

You can apply if you meet the following criteria to become a participant of the Youth Job Connection – CORE program hosted by the Youth Service Bureau:

- ✓ Be between the ages of 18 and 29 years old;
- ✓ Be unemployed
- ✓ Be a resident of Ontario and eligible to work
- ✓ Not enrolled in full-time education or training
- ✓ Canadian citizen, permanent resident or a newcomer with a work permit (without restrictions);
- ✓ Not have an active service plan with another Employment Ontario service provider
- ✓ Provide a Police Check
- ✓ Have a registered Social Insurance Number (SIN).

PRIMARY DUTIES & RESPONSIBILITIES

1- e-Food Bank Project (50%)

- Analyze the status quo of the foodbank warehouse and inventory system to:
 - ensure the effective utilization of the inventory
 - following quality assurance and health and safety practices
 - efficient rotation of goods and, maintaining solid inventory data to reduce overflows or misdistribution of items
- Support the development of a strategy for implementing an online client ordering system aligned with ongoing operations (warehouse point of view)
- Support the implementation of a pilot project

2- Warehouse Operations (50%)

- Contribute to work on an operations systems by determining product handling and storage requirements;

JOB REQUIREMENTS

Must have

- High-school diploma
- Bilingual is an asset
- Clear understanding of issues of poverty, diversity and marginalization

A. Competencies:

- Intermediate computer and digital literacy skills.
- Outstanding customer service practices
- Strong organizational skills
- Ability to work independently and within team setting
- Egalitarian outlook and non-judgmental attitude (e.g., gender, culture, race, sexual orientation, etc.).
- Physically agile and able to lift and shelve boxes up to 25 kg. kilograms (pounds)
- Available to work according to a variable timetable

Apply

Please send your **resume, cover letter, mentioning the position title** by May 9th, 2021 at <https://form.jotform.com/203225270902243>. For any additional information, please send us an email to the attention of Camila Pastran (camila.pastran@crcrr.org). We thank all the candidates for their interest; however, only selected candidates for an interview will be contacted.