

## **Operations Assistant**

(Summer Student)

### ***Who are we?***

Feed Nova Scotia is a charitable organization that helps feed hungry people by collecting and distributing food to 146 member agency food banks and meal programs. Our mission is to feed Nova Scotians in need and reduce that need. Working at Feed Nova Scotia is an opportunity to give back to your community, and make a difference in people's lives. If you are a positive, dedicated, team-oriented person who is prepared to work hard, work fast, and work safely, then we want to hear from you!

### ***What is an Operations Assistant?***

The Operations Assistant is responsible for supporting the Operations team with all activities relating to our warehouses, distribution and food safety and can expect to be trained for various roles within the team to help provide vacation relief. The Operations Assistant is also accountable for leading and engaging volunteers, and creating an environment where our volunteers can enjoy their experience.

### ***What does an Operations Assistant do?***

- Receive, weigh, and organize incoming product;
- Pick and stage orders for shipping to member agencies;
- Sort various products and retrieve items by Canada Food Guide categories;
- Enter product data into inventory database system;
- Respect and adhere to the operational and safety policies surrounding warehouse procedures;
- Assist Warehouse Team in maintaining standards with respect to safety and sanitation;
- Create an environment where our volunteers can have an engaging and impactful experience;
- Assist with Feed Nova Scotia's farm donation program
- Assist with daily calls for donation pick-ups
- Perform other operational duties as required.

### ***What are we looking for?***

- Currently enrolled in a post-secondary institution (community college, CEGEP, technical institute, university) and returning to school in the fall of 2017;
- Previous experience in supply chain management; warehouse logistics and distribution is a definite asset;
- Able to consistently lift 25 kilograms;
- Flexible; able to adapt to varied work requirements;
- Reliable and punctual team player;
- Strong attention to detail;
- Excellent computer skills (Outlook, Word, Excel);
- Ability to work independently;
- Forklift certification considered an asset.

### ***What's in the fine print?***

- Available to returning students only; this position is funded through a government grant;
- Place of work is located at 213 Bedford Highway;
- Full-time hours; Monday to Friday, 8:00am – 5:00pm (flexibility to work evenings and weekends as needed);
- Term position, starting July 3rd, 2017 and continuing for a maximum term of 10 weeks.

Please submit a cover letter and resume in a PDF document to: [jgreen@feednovascotia.ca](mailto:jgreen@feednovascotia.ca) by end of day Tuesday 20<sup>th</sup> June, 2017. Please include Operations Assistant in the subject line. ***We thank you for your interest in employment with Feed Nova Scotia, however, only those candidates selected for an interview will be contacted.***