

Position: Warehouse Associate (part-time)

Lionhearts Kingston: 6-779 Sir John A. Macdonald Blvd., Kingston, ON

Who We Are

Driven by a deep desire to see all people living with human dignity, Lionhearts Inc. has been uniting people with practical acts of love for ten years. We have crafted programs to invigorate and reinforce local organizations that are already doing the heavy lifting in Eastern Ontario. We utilize our networks and resources to deliver programs and services that drive positive change in the lives of people in our community experiencing the complex challenges that come with poverty, homelessness, and substance use.

Position Description

Lionhearts seeks a driven, energetic, organized **Warehouse Associate** to join the team. The role includes working directly with the Distribution Manager, warehouse staff and a small team of volunteer delivery drivers and volunteer produce sorters to complete the day-to-day logistic functions of the organization.

The right candidate possesses strong organization skills, communication skills, follows instructions and is a self-starter, work with technology, and work with the vulnerable community during deliveries, track donations, follow safety policies, work within a team environment and independently.

Responsibilities

- Drive the delivery vehicles in a safe, responsible, and timely manner for the delivery and pick-up of food donations.
- Load and unload delivery vehicles as required.
- Perform daily vehicle inspections and cleaning.
- Perform all assigned duties in a safe, efficient, and productive manner.
- Performs daily general housekeeping to keep areas clean and orderly.
- Keep emergency exits and fire extinguishers areas clean and clear of debris
- Organizing and correctly storing food supplies.
- Assisting with the unloading of delivered food supplies.
- Occasionally support kitchen staff with cleanup, washing dishes.
- Keeping donors' food container items stored clean and tidy in appropriate areas
- Assisting in decanting and sorting of food and products
- Loading delivery driver vans for volunteer drivers in a safe and organized way
- Delivery of meals to partner agencies.
- Delivery of required items to shelters and housing programs.
- Getting donation carts ready for agency pick-up
- Fill, deliver and organize orders for shelters
- Assist in the communication and coordination of tasks between separate departments (shelter, housing, market, food box)
- Understand partnering organizations needs and capacity

Requirements

- High school diploma, good written and verbal communication, basic math skills.
- Valid 'G' Ontario driver's license.
- Clean Driver's Abstract.
- Police Vulnerable Sector Check (required upon hire).
- The ability to stand, walk, squat and or bend for potentially long periods of time.
- The ability to perform lifting and bending of at least 25 kg (55 pounds).
- The ability to work in a fast paced environment.
- Be flexible in scheduling, including weekends and split shifts.
- Excellent organizational, time management & communication skills.
- Ability to problem solve and demonstrate initiative.
- Work well independently and manage time efficiently.
- Work as part of a team with staff and volunteers, contributing to a positive, respectful workplace environment.
- Knowledge of health and safety regulations and WHIMS related to warehouse operations and food storage.
- Some experience operating manual and electric equipment.
- Experience with basic maintenance, equipment repairs, cleaning, and other custodial work.
- Experience in customer service and working in a non profit environment.

Assets and Certifications

- Forklift experience is an asset, training to be provided.
- First Aid and CPR training is an asset.
- Safe Food Handlers and Rescue Certification, training will be provided through Second Harvest.

Wage: \$20.50 hour plus 4% vacation, 6-months probationary period.

Term: Part-time at 20 – 25 hours per week with possibility to advance to full-time hours in the future.

Hours: Flexible hours of work Monday to Friday for a total of 20 - 25 hours per week (limited evening / weekend) with potential to increase to full-time hours in the future.

To Apply: Please submit your resume, cover letter, and three work-related references to hiring@lionhearts.ca. Include the Job Position in the subject line.

Application Process Applications will be reviewed as they are received. We appreciate your interest; however, only shortlisted candidates will be contacted for an interview.

Lionhearts is an equal opportunity employer and will not discriminate on the basis of sex, gender identity, faith, ethnicity, age, disability or other factors. If you require accommodation to make this application, or if selected for an interview, please contact hiring@lionhearts.ca. We thank all candidates for their interest, but we will only contact applicants who are selected for an interview.