



Warehouse Assistant

Location: Ottawa, Ontario. On-site at our warehouse and various program locations.

Who We Are: Driven by a deep desire to see all people living with human dignity, Lionhearts 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 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: Lionhearts is seeking a motivated and organized Warehouse Assistant to join our team. Working closely with the Distribution Coordinator, warehouse staff, and volunteers, the successful candidate will play a key role in the day-to-day logistics functions of our organization. The Warehouse and Program Assistant will work collaboratively with the team to ensure the efficient and safe operation of the warehouse and program activities. The role involves driving delivery vehicles, maintaining supplies, organizing food supplies, and supporting various program-related tasks.

This position is being advertised under the Canada Summer Jobs (CSJ) program. Applicants must be

- between 15 and 30 years of age (inclusive) at the start of employment;
- registered as a full-time student during the preceding academic year;
- intending to return to school on a full-time basis during the next academic year;
- a student in a secondary, post-secondary, vocational or technical program;
- a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the "Immigration and Refugee Protection Act" and;
- legally entitled to work according to the relevant provincial/territorial legislation

Applicants must also possess a valid Social Insurance Number at the start of employment.

Responsibilities:

- Load and unload delivery vehicles as needed
- Perform regular vehicle inspections and cleaning
- Maintain supplies and inform the warehouse supervisor of low inventory
- Perform general housekeeping to keep areas clean and orderly
- Assist with inventory management
- Organize and store food supplies appropriately
- Facilitate volunteer sessions when required
- Ensure all assigned duties are completed in a safe, efficient, and productive manner
- Safely drive delivery vehicles for the transportation of food donations and meal packages
- Other duties as assigned

Requirements:

- Ability to stand for extended periods



- Ability to perform heavy lifting (up to 40 kg) and bending
- Ability to work in a fast-paced environment
- Team player with excellent organizational and time management skills
- Proficient in Excel and Email
- Flexibility in scheduling, including weekends and split shifts
- Effective communication skills
- First Aid & CPR training (an asset)
- Safe Food Handlers and Rescue Certification (will be provided)
- G2 or G Licensed Driver with Clean Drivers Abstract (preferred)

Wage: \$19.50/hour

Term: Temporary, Full-time, 40 hours/week, 8-week term. The position may require flexibility in work hours.

Start date: May 9, 2026

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

Application Process: Applications will be reviewed as they are received, and the posting will remain open until a candidate is selected. We appreciate your interest; however, only shortlisted candidates will be contacted for an interview.

We are an equal opportunity employer and welcome applicants from all backgrounds. We encourage diversity and inclusion and consider all qualified candidates without regard to race, colour, religion, sex, sexual orientation, gender, national origin, age, disability, protected veteran status, or any other legally protected factors. If you require accommodations due to illness or disability during the application process, please include that in your email application.