

Position: Warehouse Coordinator

Lionhearts London: 1-15835 Robins Hill Rd. London, 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 Summary

The Warehouse Coordinator supports the daily operations of the Lionhearts warehouse, helping ensure donated food and essential goods are received, organized, and distributed safely and efficiently. This role works closely with staff, volunteers, donors, and partner agencies and will assist with coordinating warehouse operations.

Responsibilities

- Receive, sort, organize, and store donated food and products.
- Prepare orders for partner agencies.
- Coordinate and assist sorting parties at off-site locations
- Coordinate and assist with food pickups and deliveries.
- Drive delivery vehicles and perform daily vehicle inspections.
- Load and unload vehicles, pallets, carts, and donated products.
- Maintain a clean, safe, and organized warehouse environment.
- Assist with inventory organization and product rotation.
- Schedule, support, and guide volunteers during warehouse operations.
- Communicate with partner agencies regarding pickups and distribution.
- Assist with coordinating daily warehouse activities and logistics.
- Perform other duties as assigned.

Training Provided

- Safe Food Handling & Food Rescue Certification through Second Harvest.
- Class 1, 4, and 5 Forklift Certification.
- Health and Safety Training.

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.
- Experience in warehousing, logistics, deliveries, food service, or volunteer coordination is an asset.
- Experience with basic maintenance, equipment repairs, cleaning, and other custodial work.
- Some experience operating manual and electric equipment.
- Experience in customer service and working in a non profit environment.
- Commitment to the mission and values of Lionhearts.

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: \$23.00 - \$24.50 hour (based on experience) plus 4% vacation, 6-months probationary period, benefits plan after 3-months.

Term: Full-time at 40 hours per week.

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.