



## Agency Associate Job Ad

*Winnipeg Harvest is a fast-paced and energetic workplace with employees that care about the work we do and the communities that we serve. As a not-for-profit, community-based organization, our goal is to collect and share food with people that are hungry and offer training opportunities to help people step up and out of poverty.*

Winnipeg Harvest is an outstanding place with employees that care greatly about the work that we do and the people that we work with and serve. We are seeking a dedicated Agency Associate **Full-Time Term (2 months)** that will work well with our team. The Agency team is the liaison between Winnipeg Harvest and the 300+ community organizations receiving food. This person must have exceptional organizational and customer service skills.

### **What you'll do:**

- Assist agencies who pickup regularly scheduled food orders as well as special orders. This includes packing and loading boxes, weighing items and offering other assistance.
- Arranging and assisting agencies on the pick-up of non-food items.
- Maintain and clean and orderly Agency Department, including using a pallet jack to move pallets around the warehouse.
- Act as a backup guide to agencies visiting Winnipeg Harvest as part of the Meal/Snack program.
- Assist agency department in contacting agencies & clients as needed to deal with complaints and issues.
- As a member of the Winnipeg Harvest CREW, support the team however needed to ensure operational needs are being met.

### **About You:**

- A strong belief in the dignity of all human beings and a positive and caring approach.
- Ability to lift, push, pull a minimum of 50 lbs., sit and stand for extended periods of time.
- Previous experience in warehouse operations or customer service an asset.
- Valid class 5F driver's license and a clean driver's abstract is required.
- Ability to work cooperatively alongside volunteers.
- Excellent attention to detail & strong organizational skills.
- Experience working with food safety guidelines, and an understanding of the associated safe-work procedures and hygiene principles.
- Clear communication skills with the ability to read, write legibly and follow oral and written instructions.
- Knowledge of food-security and poverty issues (an asset).
- Previous forklift certification is an asset.
- Ability to pass a criminal background check and child abuse registry check.
- A strong team focus, ability to work well with others and an interest in supporting the organization and its CREW.

***Evening and weekend shifts will be required as business levels dictate.***

***Think you have what it takes to join our outstanding CREW? [Let's talk.](#)***

To learn more about this opportunity, visit: [www.winnipeg Harvest.org/about/join-the-team/](http://www.winnipeg Harvest.org/about/join-the-team/)

**Apply by email with your resume and cover letter at: [hr@winnipeg Harvest.org](mailto:hr@winnipeg Harvest.org)**

*We thank all candidates for their interest; however only those with the required qualifications will be contacted.  
Please note this is a job ad and a full job description will be available for the successful candidate.*