Archway Community Services has been helping people since 1969. We provide more than 90 programs and services to clients at every stage of life. Our vision for the future is justice, opportunities and equitable access for all. We strive toward that goal by fostering community well-being and social justice through positive action and leadership. Come help us help people.

We offer a competitive benefit package that includes extended health and dental as well as a pension plan. Archway was recently recognized as a top 5 finalist in the 2021 Charity Village Best Non-profit Employer – Workplace Mental Health (20+ staff).

**JOB SUMMARY**

We are looking for a Warehouse Worker to participate in our warehouse operations and activities. The Warehouse Worker prepares and completes warehouse orders for delivery or pickup. This position supports the activities of the Warehouse Coordinator in sorting donations, organizing volunteers, stocking shelves, organizing deliveries, and other duties as assigned.

**RESPONSIBILITIES**

- Assists in the management of all incoming and outgoing inventory and stock.
- Prepares and completes orders for delivery or pickup according to schedule (load, pack, wrap, label,).
- Supports all internal Food Bank programs that require food, including and not limited to the satellite programs, Starfish, and Christmas Bureau.
- Maintains an accurate accounting of stock management.
- Maintains the safety and cleanliness of the warehouse.
- Assists in recruiting and management of over 1000 volunteers for food sorting.
- Assists in stocking and re-stocking the Food Bank.
- Assists with the maintenance of all warehouse fork-lifts and pallet jacks.
- Assists in handling reclaim.
- Assists in all the major food drives.
- Assists with the storage of all the Christmas Bureau supplies and toys.
- Follows Covid-19 protocols and ensures guests are aware of and following safety requirements.
- Other tasks as assigned by the Food Bank Supervisor/Warehouse Coordinator.
REQUIREMENTS AND QUALIFICATIONS

Education and Certification:

• Satisfactory Criminal Records Check.
• High school Diploma.
• Current Forklift Operating Certificate
• Valid class 5 BC Driver’s License is an asset

Experience:

• At least 1 year experience in a customer service position.
• At least 1 year warehouse experience.
• Experience in driving a forklift.
• Experience with working with volunteers.

Knowledge and Skill Set

• Well-developed verbal, written, and active listening skills, able to communicate effectively and respectfully with people from a variety of backgrounds.
• Strong organization and planning skills.
• Good relationship building skills.
• Knowledge of Office 365.
• Able to work independently and as a part of a team.
• Proven working experience as a Warehouse Worker.
• Familiarity with modern warehousing practices and methods.
• Good organizational and time management skills.
• Ability to lift heavy objects.

WORKING CONDITIONS

• Some physical labour, able to lift 40lbs.
• This position may require some weekend/evening work.
• Working in a warehouse environment.
• Parts of the warehouse are unheated; no parts are air conditioned so the space can be warm or cold during summer/winter.
• Covid 19 vaccination is strongly recommended.

Closing date is December 23, 2021

TO APPLY

Interested applicants are to reference Posting #2021-30-05 in the subject line.

Please submit your cover letter and resume to:

Email: jobpostings@archway.ca
Subject: Job Posting #2021-30-05
No phone calls please. Only short-listed applicants will be contacted.

Must be legally entitled to work in Canada.

Your resume may also be forwarded to other Programs for their consideration for their job vacancies. If you do not wish for your application to be shared with other Programs, please send an e-mail to jobpostings@archway.ca with DO NOT FORWARD TO OTHER PROGRAMS, in the subject line of the e-mail and the job reference number to which you applied, in the body of the e-mail.

Archway's goal is to be a diverse workforce that is representative, at all job levels, of the people we serve. Equity and diversity are essential to excellence. An open and diverse community fosters the inclusion of voices that have been underrepresented or discouraged. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person.

We invest in the mental health and wellbeing of our employees.