

Formerly Abbotsford Community Services

JOB POSTING #2023-30-04

INTERNAL/EXTERNAL

Food Bank

Warehouse Worker

Wage: \$19-20 per hour

Casual/On-Call

Permanent

**Prepare and Complete Warehouse Orders with the team at Archway
Come Help Us Help People**

Location: Abbotsford

Onsite

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, leading groups of volunteers, stocking shelves, organizing deliveries, and other duties as assigned. This position will primarily support the warehouse coordinator in leading groups of volunteers to sort products for distribution.

Your Role:

Archway's Warehouse Worker with the Food Bank contributes by:

- Supporting all internal Food Bank programs that require food, including but not limited to the satellite programs, Starfish, and the Christmas Bureau.
- Maintaining the safety and cleanliness of the warehouse.
- Leading volunteer sorting groups by setting the warehouse space up, welcoming the group to the warehouse, educating them about Food Bank operations, instructing them on proper sorting procedures, providing oversight during sorting, and cleaning up and putting away equipment when the event has concluded.
- Assists in stocking pallets for preparation of distribution to the Food Bank.
- Assists in major food drives.

This position is a great fit for someone who is detail oriented and able to build relationships with clients and volunteers!

Our Offer

- Wage: \$19.00 to \$20.00 per hour
- Permanent Casual/On-Call position: Regular warehouse operations are from 8:00AM-4:00PM Monday to Friday; must be able to work evenings, weekends, and holidays as needed.
- Benefits include:

- Great in-house training opportunities.
- Access to on-line wellness resources.
- Opportunity to network with Archway and community partners while learning about Food Justice and Sovereignty
- Rewarding work in a positive environment

Getting an Interview – you will be considered if you have:

- Experience in customer service.
- Experience in warehouse operations is preferred.
- Well-developed relationship building skills.
- Good working knowledge of Office 365.
- Familiarity with warehousing practices and Occupational Health & Safety standards.
- Good organization, planning and time management skills.
- A Forklift Operating Certificate is an asset; willingness to be trained is required.
- A valid Class 5 BC Driver's License is an asset.

The Job Requires you to have:

- A satisfactory Criminal Record Check is a condition of employment.
- The ability to walk and lift or carry items up to 50lbs; there will be periods of constant motion.
- The ability to interact with others; this position has a high-level of social interaction and engagement.
- Your own safety boots.
- Willingness and flexibility to work evenings and weekends.
- The ability to work in a warehouse environment which may include noise, dust and areas of the warehouse being unheated or having no air conditioning.

Closing date is February 10th, 2023

TO APPLY

Interested applicants are to reference **Posting #2023-30-04** in the subject line.

Please submit your cover letter and resume to:

Email: jobpostings@archway.ca

Subject: Job Posting #2023-30-04

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.