

JOB POSTING #2024-30-02

INTERNAL/EXTERNAL

Food Bank

Warehouse Worker

Wage: \$20.00 per hour

Casual/On-Call - Monday to Friday

Permanent

Prepare and Complete Warehouse Orders with the Food Bank Team

Join the team at Archway!

Come Help Us Help People

Location: Abbotsford

On Site

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.
- Receiving orders and building pallets for the Food Bank programs
- Assisting in stocking pallets for preparation and distribution to the Food Bank.
- Assisting in major food drives.

This position is a great fit for someone who is details oriented and able to build relationships with community partners, Food Bank recipients, and volunteers!

Our Offer

- Wage: \$20.00 per hour
- A permanent, casual/on-call position, availability Mondays to Fridays, from 8:30 AM to 5:00 PM.
- Perks include:

- Great in-house training opportunities.
- Employee and Family Assistance Program that includes online access to 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.
- Good working knowledge of Microsoft Office 365.
- A Forklift Operating Certificate is an asset; a willingness to be trained is required.
- A valid Class 5 BC Driver's License is an asset.

The Job Requires you to have:

- Good organization, planning, and time management skills.
- Well-developed relationship building skills.
- Familiarity with warehousing practices and Occupational Health & Safety standards.
- The ability to walk and lift and/or carry items up to 50lbs/22 kgs; 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 CSA approved 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.
- A satisfactory Criminal Records Check is a condition of employment.

Closing date is January 28, 2024.

TO APPLY

Interested applicants are to reference **Posting #2024-30-02** in the subject line.

Please submit your cover letter and resume to:

Email: jobpostings@archway.ca

Subject: Job Posting #2024-30-02

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 Indigenous identity, race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age.

We acknowledge that we gather on the traditional and unceded territory of the Stō:ló people. Stō:ló territory extends from the mouth of the Fraser River to Boston Bar. Locally, this includes the Matsqui First Nation and Sumas First Nation. We give them thanks for sharing their land and resources with us.

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