

JOB PROFILE: “Food for Families Logistics Coordinator”

Reporting To: Food for Families - Program Manager

Start Date: As soon as possible

Position Description: The “Food for Families Logistics Coordinator” is a full-time position based on 30 hours per week. The individual will coordinate and expedite the workflow of the Food for Families program consistent with the core values of Broadway Church, in conjunction with CityReach Care Society’s vision and mission statement. CityReach Care Society is the Urban Ministries outreach arm under the umbrella of Broadway Church.

Program Description: Food for Families is a nutritious fresh food bank and nutritional education program for vulnerable families and community partners in Metro Vancouver. The program endeavors to provide food and connection in a safe, dignified, and respectful environment.

Duties include:

- Overseeing and coordinating the logistics of the Food for Families program.
- Safely moving fully loaded pallets with a pallet jack.
- Loading and unloading trucks and optimizing storage.
- Receiving shipments and managing partner pick-ups.
- Ensuring infrastructure is maintained, operational and optimized (e.g., trucks, freezers, fridges, warehouse, carts, etc.).
- Ensuring proper Food Safe, Health and Safety protocols are being followed.
- On-going communication with the supervisor about food inventory, food quality and food quantity.
- Daily reporting about food levels and identifying exceptions as they occur.
- Maintaining and ordering the supplies needed to run the program.
- Driving a CUBE truck and a REEFER truck.
- Working with the FFF driver to coordinate pickups, deliveries, and logistics.
- Assisting with other duties and events as required.

Qualifications:

- Someone who loves Jesus and believes that the local church is the hope of the world.
- Someone who is a multi-tasker and a team player.
- Someone who is physically fit and able to move heavy boxes and objects for food distribution and sorting.
- Someone who can drive, load, and unload trucks.
- Someone who can safely maneuver a fully loaded pallet jack.
- Someone who can monitor and update MS Teams inventory channels on a timely basis.
- Someone who is great with volunteers and working with the vulnerable.
- Someone who has or can obtain WHMIS, Food Safe Certification, Plan to Protect in a reasonable time frame.
- Someone who has completed post-secondary education or has at least 6 months’ logistics experience.
- Ideally someone who can speak multiple languages.

Compensation:

- Full-time salaried position 30 hours per week.
- Rate commensurate with experience \$20/hour to \$24/hour.
- 2 weeks' vacation and benefits with 5% RRSP matching (after probation)
- \$50/month cell phone allowance
- Hours will be:
 - Monday 10am – 3:00pm (5 hours, no breaks)
 - Tuesday 8:30am – 6:30pm (10 hours less 30 minutes unpaid lunch = 9.5 hours)
 - Wednesday 9:00am – 3:30pm (6.5 hours, 30 minutes unpaid lunch = 6.0 hours)
 - Thursday 7:30am – 5:30pm (10 hours less 30 minutes unpaid lunch = 9.5 hours)

Interested applicants should mail their resume and cover letter to

**Attn: Sharon Dong, Director Food for Families
CityReach Care Society
2650 Slocan Street
Vancouver, BC
V5M 4E9**