



**INTERFAITH  
FOOD BANK**  
SOCIETY OF LETHBRIDGE

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## **Summer Warehouse / Driver Assistant Position Description**

Primary duties include the receipt, storage and distribution of food and non-food items, donation pickups, and maintaining warehouse organization and cleanliness.

**Hours:** Monday to Friday  
8:00 AM - 4:00 PM

### **Required Skill Set:**

1. Communication Skills - interact with volunteers, clients, donors and the general public.
2. Inventory Record Keeping Skills - record weights of incoming and outgoing food and non-food items.
3. Operation of warehouse equipment - scales, pallet-jack, dolly, etc.
4. Must possess a current class 5 driver's license.
5. Must be willing to submit a Police Records Check and Driver's Abstract.
6. Heavy lifting is required.

### **Job Description:**

- Pickup, weigh and record food and non-food donations
- Assist with receiving operations for materials delivered by suppliers
- Stock materials in the warehouse - includes front counter intake when required
- Rotation of non-perishables, bread, vegetables, and frozen food items as per food security rules
- Repackage bulk foods
  - prepare goodie bags
  - prepare baby bundles
  - prepare diabetic bundles
- Assist with facility maintenance - maintain cleanliness of warehouse area, clean and maintain front & back lot, including weed control, garbage removal, etc.
- Act as part of the team and assist where needed
- The Warehouseman undergoes On-the-Job training as assigned by Operations Manager and/or the Executive Director

This position is dependent upon approved funding from the Canada Summer Jobs Program. To be eligible to participate in Canada Summer Jobs, individuals must:

- be between 15 and 30 years of age at the start of employment;
- have been registered as full-time student in the previous academic year and intend to return to school on a full-time basis in the next academic year;
- be Canadian citizens, permanent residents or persons to whom refugee protection has been conferred under the Immigration and Refugee Protection Act; and,
- be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations.

Please forward resume complete with cover letter and 3 references to [neil@interfaithfoodbank.ca](mailto:neil@interfaithfoodbank.ca), or mail or fax to the numbers listed above.