



*Community Involves Everyone*

## **Facility and Operations Assistant – Temporary (medical leave)**

### **GENERAL SUMMARY:**

Reporting to the Executive Director, the Facility and Operations Assistant provides support to the overall coordination of surplus, purchased and donated items for the effective distribution to people in need in our community.

### ***Key Responsibilities:***

- Greet donors and weigh food and other donations
- Record data of food donations received and submit for statistics and donor recognition
- Follow the Food Banks Canada Food Safety guidelines
- Assist with scheduling pick-ups of donations and receive shipments as required
- Drive CCWN Van for pickups, deliveries, food rescues, gleaning etc.
- Rotate packaged stock and perishable stock for timely distribution prior to its expiration
- Maintain consistent inventory in food acquisition room, walk in cooler, freezer and free shelf
- Ensure the safe disposal of waste and recyclable items
- Contribute to the maintenance of the building, equipment, grounds and vehicle(s) in accordance with policies and procedures
- Promote volunteerism by working collaboratively with agency volunteers
- Contribute to a positive work environment alongside the Executive Director, fellow staff/volunteer team, Board of Directors, clients and other agency stakeholders

### **Other**

- Provide general labour support to bottle recycling program
- Assist with the planning of the annual food drive and other events as required
- Exercise a high level of confidentiality in all interactions
- Promote and participate in a work environment free of workplace harassment and violence
- Perform work in a safe manner, so as not to endanger one-self or others
- Immediately report all workplace hazards, accidents or other occurrences that may pose a risk to the organization or the safety of oneself or others
- Adhere to the Occupational Health & Safety Act, Workplace Safety & Insurance Board Act, Ontario Human Rights Code and Employment Standards Act
- Participate in all training programs as required, Participate in team/staff meetings when required
- Additional duties may be assigned by the Executive Director

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4309 Central Avenue, P.O. Box 171 Beamsville, Ontario L0R 1B0  
Phone: 905-563-5822 FAX: 905-563-1401 Web: [www.communitycarewn.ca](http://www.communitycarewn.ca)



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## **Qualifications:**

### Education/Experience

- High school diploma or equivalent
- Experience working in shipping and receiving or a comparable role
- A combination of education and experience will also be considered

### Knowledge, Skills, Abilities

- Capable of performing repetitive physical work
- Ability to weigh and measure items
- Experienced in operating material handling equipment safely
- Knowledge of OHSA requirements in a warehouse environment
- Working knowledge of Microsoft Office Suite
- Proficiency in the use of office equipment (e.g. computer, voicemail systems, fax and photocopier)
- Excellent organizational, interpersonal and public relations skills
- Ability to solve problems, prioritize and manage time effectively
- Knowledge and understanding of issues facing people living in poverty
- Vulnerable Sector Police Check
- A valid Ontario Driver's License and a clean Driving Abstract (3yrs)
- Comfortable driving CCWN Van as required locally and otherwise as needed
- Valid certification in First Aid/CPR (or willingness to obtain at CCWN's expense)
- Safe Food Handling Certificate is an asset

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### **Working Conditions:**

Modest but pleasant surroundings with some exposure to excessive heat, cold and/or adverse weather conditions depending on the season. There can be periods of exposure to continuous noise. Job may require some sudden shift of mental focus that is beyond the control of the job such as, responding to emergencies or other unexpected situations, participating in ad hoc discussions with team members, tradespersons, contractors or others. This position may require the ability to communicate effectively with diverse groups of individuals with varying levels of ability and occasional communication with upset or angry individuals.

- Interaction with the general public including people with health issues, disabilities and illness
- Routine exposure to the elements as this role is performed indoors and outdoors in all weather
- Lifting, carrying, moving, pushing and pulling of inventory, equipment and/or objects up to approximately 40 lbs (using appropriate equipment and approach) on a regular basis
- Considerable physical movement and effort including but not limited to crouching, climbing (ladders and stairs), kneeling, reaching, bending, squatting, standing and walking
- 2 or more hours per day of close visual attention and concentration
- Use of fine motor skills on a frequent basis, through the use of hand tools of all sizes
- Flexibility to sit, stand and walk during day
- Overtime and occasional weekend work will be required

Final – Updated: August 31, 2019

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