



Job Description

Operations Assistant

Updated Sep. 9, 2021

Overview

The Operations Assistant carries out the critical role of safely handling and delivering healthy food to schools across Kingston, Frontenac, and Lennox and Addington to support school nutrition programs. This requires driving daily to school sites throughout the school year, in a variety of weather conditions, and safe operation of delivery van(s) while maintaining adherence to a delivery schedule. Along with delivering food to schools, the Operations Assistant will pick up empty boxes and milk crates to be returned and re-used by the organization, and may deliver other items to schools.

The Operations Assistant will also assist with receiving and picking up food items from local suppliers, and will ensure safe storage of food. They will assist staff and volunteers weekly in filling food orders by packing food boxes and organizing them by delivery route. They will be responsible for maintaining a clean and safe warehouse environment, clean vehicles, and do related tasks. They will be responsible for administrative tasks related to the role, including basic data entry.

Tasks

- Packing food each week, alongside volunteers and under the direction of the Operations Manager.
- Sorting deliveries by regional routes; Sorting and labeling milk crates by corresponding delivery routes; safely loading delivery vans.
- Safely and accurately delivering food to over 50 schools across Kingston, Frontenac County and Lennox & Addington County each week, using delivery vans, including refrigerated van; Includes picking up empty boxes and milk crates for re-use.
- Calling schools and communicating with school staff as necessary to complete safe delivery of food items to schools.
- Picking up food from vendors; receiving deliveries at the warehouse and safe handling of deliveries and storage of food according to Public Health guidelines.
- Ensuring delivery vehicles are well-maintained and cleaned regularly.
- Maintaining warehouse and cooler cleanliness by sweeping, mopping, and tidying regularly; Return used items such as bread trays, pallets, plastic recycling, etc.
- Operating a pump jack and forklift to move skids.
- Completing administrative tasks related to the position, such as tracking deliveries, counting inventory, and completing daily checklists; some data entry.
- Other related duties as requested.

Skills and Abilities required

- Physically able to lift and carry boxes of food, milk crates, and other items, up to 25kg, and to operate regular warehouse equipment, such as pump trucks and dollies.
- Physically able to load and drive delivery van, and to unload, transport, and deliver food at school sites, in a variety of conditions and situations.
- Excellent driving record; similar experience driving small cargo vans and /or making deliveries an asset.
- Forklift certification an asset, but not necessary (will provide training).
- Basic office computer skills to enter data, produce reports, and send emails.

Expectations

- Safety focused and solution-oriented attitude.
- Respectful of colleagues, volunteers, teachers, school staff and others; Positively represent the organization.
- Safe use of personal cell phone when making deliveries (i.e. to contact schools).
- Completion of a Criminal Police Check with Vulnerable Sector Screening.
- Completion of Occupational Health and Safety and AODA training, and other training as required or necessary for compliance with laws, within three months of starting.
- Food Safety Handling certification, or able to obtain within three months of starting.

Terms of Employment

- The Operations Assistant works under the direction of the Executive Director, and is supervised by the Operations Manager.
- Hours of work will be Monday to Friday, 8:00am to 3:00pm, for a total of 32.5 hours per week; 30 minute unpaid meal break, plus two 15 minute paid breaks.
- Rate of pay: \$18.00 per hour, plus 4% in lieu of vacation.
- The employee is subject to a three-month probation.
- The contract is for approximately ten (10) months. The employee is laid off for times consistent with school breaks (Summer holidays, Christmas holidays, March Break).
- Benefits are not available for this position.
- An allowance is provided for safety footwear every two (2) years.