

# Shipper/Receiver

## The Primary Function

The Shipper/Receiver is responsible for receiving and appropriately storing all food donations and bringing supplies up to the kitchen area as needed. This role is vital in keeping the basement storage areas neat and tidy and ensuring all dry and perishable goods are received, stocked and stored on a timely basis as well as handling inventory, inputting donation data, and contacting sister organizations regarding outgoing “unusable” donations. This position works hand in hand with the Truck Driver as a team to ensure the safe receipt and storage of goods received. This person may also mentor a participant of our Building Futures program in both their work and personal life.

As part of Siloam Mission’s mandate to be a connecting point between the compassionate and less fortunate, you will be expected to facilitate volunteers whenever possible in the performance of your duties.

## Key areas of responsibility include but are not limited to the following:

### Food Storage

- Assist the truck driver in receiving food and other deliveries, overseeing condition and handling of incoming goods
- Unpack and sort goods received, transporting goods to appropriate storage areas using proper lifting and carrying techniques
- Arrange goods in an organized manner in appropriate fridges, freezers or shelving
- Transport supplies from basement to kitchen as required by kitchen staff and vice versa
- Maintain cleanliness and tidiness of basement storeroom, cold room, fridges and freezers
- Adhere to all health and safety requirements in all daily activities.
- Cull food stocks to determine if they are still suitable for consumption
- Complete appropriate paperwork when receiving donations and distribute to the proper Siloam personnel
- Connect with other agencies, such as Thrift stores, to arrange the pick-up or drop-off of items not usable at Siloam Mission.
- Connect with the Madison Lodge kitchen to arrange product drop-off and ensure they have access to surplus

### Clothing donations

- Assist Clothing Program Coordinator as needed
- Ship outgoing clothes to other agencies

## **Inventory & Supplies**

- Analyze existing stock of food to determine what needs to be purchased
- Advise Food Services Manager of excess food and facilitate distribution
- Ensure that basement storage areas are managed to provide safe and clear walkways throughout the basement

## **Additional responsibilities:**

- Other duties as assigned by the Food Services Manager
- Assume truck driver responsibilities when needed
- Building positive rapport with Hutterite colonies, on behalf of Siloam Mission, with regards to donated goods
- Ensure that all garbage and recycling are placed in appropriate bins before leaving at the end of the shift
- Find simple jobs for a mentally challenged Volunteer who comes with a handler once a week

## **Qualifications:**

- Demonstrated ability to work as part of a team.
- Excellent interpersonal skills and the ability to form relationships with marginalized individuals
- Excellent physical health in order to be able to perform the duties of the job including lifting up to 50 pounds repeatedly in a safe manner
- Basic computer skills for data entry

## **Additional Information:**

- Full time Monday thru Friday days; may involve occasional evenings, and weekends
- People of aboriginal ancestry and/or women are encouraged to apply
- Siloam is a Christian Humanitarian organization, discussion and agreement with Siloam Mission's Statement of Beliefs is part of the interview/acceptance process (<http://www.siloam.ca/about-us/beliefs-values/> )
- Wage and benefits are competitive in the non-profit sector

## **To Apply**

Please send résumé and cover letter to:

Frank Ulrich

Human Resources Manager

Siloam Mission

300 Princess St, Winnipeg MB R3B 1M3

Email: [frank.ulrich@siloam.ca](mailto:frank.ulrich@siloam.ca)