



**Project SHARE**  
**Position Description**

**Revision Date: April 2024**

**POSITION TITLE: Warehouse Manager**  
**REPORTS TO: Executive Director**

The Warehouse Manager is a key member of the Project SHARE leadership team, overseeing the warehouse operations and supporting the Executive Director to ensure smooth operations of the agency. The Warehouse Manager is responsible for inventory management, food acquisition and distribution, and managing a small team of warehouse staff and volunteers. As a senior manager and member of the leadership team, the Warehouse Manager works towards a culture of employee engagement and contributes to a positive team environment while delivering client-centered service to our most vulnerable neighbours.

## **RESPONSIBILITIES**

### **Warehouse Management:**

- Responsible for complete operations of 3 warehouses, and works with partner agencies to manage inventory stored off site
- Direct supervision of warehouse staff and volunteers
- Manage and analyze inventory data to ensure proper flow through and reduce waste
- Secure in-kind donations from community partners and oversee food purchasing
- Work with administration, fundraising and auditors to ensure accurate records of in-kind donations in and out
- Management of daily food pick up schedules and distribution processes
- Build long term, trusting relationships with community partners
- Ensure a positive work environment through training and professional development
- Arrange and oversee maintenance and renovations of building, agency vehicles and machinery and conduct routine maintenance checks
- As a member of the leadership team assist with agency staff supervision in the absence of the Executive Director/Operations Manager
- Compile monthly, department report for Board of Directors

## **Critical Success Factors**

- Demonstrated leadership and organizational skills
- Excellent communication skills, both verbal and written
- Ability to work effectively in a fast-paced environment with deadlines
- Effective organization and time management skills along with the ability to be adaptable and flexible
- Proven organization and planning skills, task and facilities management
- Proficient in Microsoft applications, database programs and record keeping
- Ability to work in a safe manner, adhering to all health and safety policies
- Passion for learning and developing new skills
- Valid G license and clear motor vehicle driving record
- Forklift license

## **Education/experience**

- Post-secondary education in logistics, warehousing, management, operations or procurement
- Minimum of 3 years experience in a management/supervisor role in a warehouse environment
- Familiarity with commercial vehicles (CVOR) would be an asset
- Safe food handling and cold chain management knowledge/experience is preferred
- General knowledge of IT would be an asset

## **Working Conditions**

- Member of Project SHARE's leadership team, contributing to a positive, client-centered work environment
- Project SHARE warehouse requiring steel-toed shoes/boots
- Interacts with employees, volunteers, external stakeholders and management in a professional manner
- Works as a leader of the warehouse house team
- Occasional evening and weekend hours will be required for attendance at meetings and special events.

## **Physical Requirements**

Ability to lift up to 50 lbs

**Applications should be sent to [pam.s@projectshare.ca](mailto:pam.s@projectshare.ca) by May 3**