



Facility and Programs Manager - Job Description

Reports to: Executive Director

Working Conditions: Full-time Salaried, Monday-Friday with frequent evening and weekend work. This position is fully on-site.

Location: 11226 88 Avenue, Fort Saskatchewan, AB T8L 3W5

Remuneration: \$60,000-\$65,000

Position Summary

As a key member of the Fort Saskatchewan Nourishment Centre (FSNC) leadership team, the Facility and Program Manager is responsible for warehouse operations including, warehouse procedures and safety for staff and volunteers, inventory, storage, recycling and disposal systems, food rotation, transportation of product, and facility/equipment maintenance. The warehouse area is a fast-paced environment that is continually changing to meet the needs of the Society and community. The Facility & Programs Manager job is a full-time salaried position and reports directly to the Executive Director.

Key Responsibilities

Operational Management

- Maintains inventory of stock (primarily food), including systematic rotation and ensures the required supply of food meets program needs (ordering, tracking, purchasing and transporting)
- Ensures safe and proper food handling practices are followed
- Completes accurate food tracking and reporting
- Oversees incoming food from food partners, donors, and community agencies
- Oversees deliveries to food partners, community agencies and clients
- Manages the recycling and disposal systems for the facility
- Maintains a clean and organized warehouse space
- Serves in a leadership role on the Project Team for the upcoming renovation projects occurring on site and working closely with the team of volunteers and internal/external consultants/contractors

Volunteer and Staff Oversight

- Fulfills an active role on the Management Team (regular meetings and check-ins) overseeing the Warehouse, Food Recovery, Shopping Day, Maintenance, Christmas Food and Toy Hamper Campaign, and other programs as appropriate

- Manages, trains and supports volunteer and staff workforce, as appropriate
- Assesses and identifies operational needs daily
- Works collaboratively with the Executive Director, the Volunteer Manager and other supervisors to support optimal systems and procedures

Safety and Compliance

- Serves as Responsible Safety Officer (RSO) on the Standing OH&S Committee, attends meetings as required
- Develops and updates warehouse safety procedures for onsite/offsite operations
- Maintains a safe warehouse environment including detailed record management
- Oversees and records facility maintenance
- Oversees fleet and equipment needs for food bank operations, ensuring all equipment is properly maintained, serviced and stored

Community and Partner Engagement

- Fosters relationships with partner agencies, food banks, and industry partners to support food sharing
- Consults other area food bank warehouse personnel to ensure Society best practice

Knowledge, Skills, and Abilities

- Must be physically fit and able to easily lift 40-60 lbs.
- Must possess a working knowledge of computer hardware and software programs
- Ideally possess a current Forklift certification
- Experience in the use of hand or power pallet jack
- Must be knowledgeable about warehouse procedures, equipment and inventory storage
- Flexibility in work schedule: must be available weekdays (including occasional evenings) and frequent weekends
- Strong belief in The Fort Saskatchewan Food Gatherers Society (TFSFGS) mission, vision, and values.
- Adherence to Food Banks Canada Code of Ethics.
- Compliance with all OH&S legislation, Society policy and TFSFGS Occupational Health & Safety Manual
- Possess a safety-first mentality, set a positive example, enforce safety requirements, mentor and increase awareness for all volunteers and staff
- Contribute to building a positive culture
- Embrace a volunteer workforce
- Possess strong organization skills and the ability to multi-task
- Exhibit strong, effective and supportive communication skills
- Ability to interact with diverse groups of people
- Possess excellent interpersonal skills
- Delegate tasks and provide clear direction to volunteers

Experience, Education & Qualifications

- Minimum of 4 years managing a comparable warehouse/facility, with a strong safety track record and clear communication.
- Candidates must have:
 - A Clean Criminal & Vulnerable Sector Record Check
 - Class 3 and Class 5 Alberta Driver's licenses and a CLEAR driver's abstract
 - Access to a reliable vehicle
- Ideal candidates will have
 - Experience working alongside or managing volunteers
 - Experience working in a food-related environment
 - Current Standard First Aid & CPR
 - Alberta Health Services Approved Safe Food Handling Certification

This job description is provided to capture the primary components of this role. It is not meant to be an exhaustive list. An individual may be required to perform other tasks which may not be listed but are consistent with the general intent of this role.

From time to time, The Fort Saskatchewan Nourishment Centre may make changes to this job description. Reasons for such changes include, but are not limited to, changes in business processes and practices, technology changes, legal requirements, network feedback, or changes to organization structure and reporting relationships.

Application Information

If this opportunity appeals to you, please apply with your **cover letter and resume** by emailing jobs@fsnc.ca. If you feel that you don't meet all the listed requirements perfectly but believe your experience and skills align well with the needs of this role, we encourage you to apply and outline in your cover letter why you feel you would be a great fit for this position.

This posting will remain open until end of day on **January 31, 2025**. We thank all those who apply but only those applicants who are selected for an interview will be contacted.

The Fort Saskatchewan Food Gatherers Society provides equal employment opportunities to all employees and applicants for employment without regard to ancestry, race, colour, creed, religion, sex (including pregnancy), sexual orientation, nationality or national origin, ethnic origin, first language, age, gender, gender identity and/or expression, physical or mental disability, marital status, family status, political belief, source of income or social condition. We provide employment accommodation in accordance with provincial legislation.