St·Michael's Mission St-Michael

STOREKEEPER - DRIVER

Reporting to the Food Services and Inventory Coordinator, the Storekeeper manages the receiving of food provisions and other donations from the organization's partners. He/she also ensures the collecting and transport of donations not delivered to the organization. Working as part of a team and with regular volunteers, he/she receives, sorts, and puts away items, keeps storage spaces clean, organized and safe and participates in regular inventories.

GENERAL RESPONSIBILITIES

1. Unload donations delivered to the organization from delivery vehicles in a safe and efficient manner.
2. Collect and transport (by car, small truck or van) donations not delivered directly to the organization.
3. Move products to appropriate storage spaces (refrigerators, freezers, shelves, clothing bank). Use appropriate tools (ladder, wheeled cart, dolly) if necessary.
4. Sort products by category, freshness and/or expiry date (management of expiry dates and constant rotation).
5. Optimize space in the storeroom and maintain the cleanliness of storage areas, refrigerators and workspaces according to current rules and procedures.
6. Participate in regular physical inventories and correct any tallying errors.
7. Participate in mandatory health and safety training and follow safety procedures at all times (wearing personal protective equipment and safety devices required). Report any unsafe situation immediately to the Food Service and Inventory Coordinator and/or Health and Safety Liaison.
8. Perform all other related tasks.

EXPERIENCES, SKILLS AND ABILITIES

- Education: High school diploma
- Experience in warehouse or inventory management or related field an asset
- Experience in community organizations working with vulnerable populations
- Possession of a valid driver's license (class 5 in Quebec) with a good driving record; experience in driving van-type vehicles an asset
- Ability to lift regular loads (often up to 33-45 lbs / 15-20 kg).
- Must be available on Tuesdays and Fridays (mandatory)
- Good communication skills in French and English (spoken)
- Comfort with Microsoft Office suite software an asset
- Display courtesy, discretion, punctuality and autonomy
- Ability to thrive in a fast-paced, multicultural team environment
- Adherence to the organization's mission and its values of continuity, trust, collaboration and benevolence

WHAT WE OFFER

- A temporary part-time position (15 to 20 hours/week)
- A salary between $19 and $21/hour depending on experience
- A free meal from our kitchen available every working day
- Easy access to public transportation

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WHO ARE WE?

St. Michael's Mission is an independent, non-profit organization that has been working directly with people experiencing homelessness or food insecurity in downtown Montreal since 1927. The mission is an important link in the chain of services for the city's disadvantaged and marginalized population. We offer hot breakfasts and lunches, showers, personal hygiene products, clothing and emergency food to a multilingual and multicultural clientele. Beyond basic services, we also offer crisis intervention as a first step in rehabilitation, as well as information, support and accompaniment with mental health and addiction issues. In addition, we help our visitors navigate the government's health, social assistance, unemployment insurance, and immigration systems.

Join our team!

Send your CV to **info@stmichaelsmission.ca** . A cover letter is appreciated but not mandatory. The start date is immediate and only candidates considered for the position will be contacted.

St. Michael's Mission adheres to the principles of employment equity and diversity and is committed to building a workplace that reflects the rich diversity of the Montreal community.