



## **Fireweed Food Co-op: Food Hub Assistant**

30-35 hrs/week @ \$18/hr

### **SUMMARY**

The food hub intern will support food hub operations during the busy growing season. The Food Hub connects small, sustainable producers to wholesale and household customers. Customers place orders through our online storefront, producers bring orders to our warehouse, orders are carefully packed before we deliver them to customers. This position will primarily support the activities of the sales and delivery coordinator, with a focus on operations. The ideal candidate is interested in regional food systems, regenerative/ small-scale agriculture, and sales/ customer service.

### **RESPONSIBILITIES**

#### *Warehouse Management and Receiving:*

- Contribute to the maintenance of a clean and organized environment within the Fireweed warehouse, including taking inventory of dry and frozen storage items.
- Assist with receiving and packing of fresh, dry, and frozen food products for wholesale and household customers

#### *Sales and Delivery:*

- Support with household and wholesale sales process
- Assist with wholesale deliveries and household (Buying Club) pickups

#### *Other*

- Support food security initiatives alongside food security coordinator
- Support with farmers' market projects as needed

### **SKILLS**

- Strong interpersonal skills (customer service experience is an asset)
- Organized and able to work independently
- Experience and familiarity with food and food service is an asset

### **REQUIREMENTS**

- Must be between the ages of 15 and 30 to meet funding requirements
- Must have a valid MB Class 5 Full Drivers License, no criminal driving charges on record, and no more than one at-fault accident over the last three years
- Must be comfortable driving a cargo van (Ford Transit 150 and similar)
- Must be able to lift objects up to 50 lbs

### **APPLY**

To apply, please send your resume and a cover letter to [projects@fireweedfoodcoop.ca](mailto:projects@fireweedfoodcoop.ca).