Warehouse Coordinator

Regeneration Outreach Community

Location Brampton, Ontario

Employment Type Full-time

Reports To Logistics Manager

Compensation To be determined

About Regeneration Outreach Community

Regeneration Outreach Community is a charitable organization dedicated to serving individuals and families experiencing homelessness, poverty, food insecurity, and social isolation in Brampton.

Our Mission

Guided by Love, Integrity, Hope, and Hospitality, Regeneration Outreach Community provides essential care, compassionate support, and pathways toward stability for people experiencing homelessness, poverty, and social isolation in Brampton.

Our Vision

A community where each person is valued, loved, and empowered to thrive with dignity and hope.

Our Core Values

Love, Integrity, Hope, and Hospitality guide everything we do.

Position Summary

The Warehouse Coordinator supports the daily operation of Regeneration's warehouse, ensuring that donated food and other resources are received, organized, stored, and distributed safely and efficiently. Reporting to the Warehouse & Logistics Manager, the Coordinator maintains inventory, coordinates product flow, prepares orders, and supports warehouse volunteers.

This role helps reduce food waste and ensures that the Marketplace, Meal Program, and community partners have the food and supplies they need to serve individuals and families experiencing food insecurity.

Key Responsibilities

Warehouse Operations and Inventory Management

- Receive, inspect, sort, and organize incoming food and product donations.
- Maintain accurate inventory records and rotate stock using first-in, first-out (FIFO) principles.
- Organize storage areas to make effective use of space and keep products accessible.
- Monitor product quality, expiration dates, and storage conditions to reduce spoilage and waste.
- Assist with inventory counts, tracking, and reporting.

Order Preparation and Distribution

- Prepare food and supply orders for the Marketplace, Meal Program, and community partners.
- Coordinate the movement of products between warehouse storage areas and program locations.
- Assist with scheduling incoming donations, deliveries, and pickups.
- Work with warehouse and program staff to distribute products accurately and on time.

Volunteer Coordination and Supervision

- Train and support warehouse volunteers, assign daily tasks, and explain procedures and safety requirements.
- Maintain a welcoming, respectful environment that reflects Regeneration's values.
- Work with the Volunteer Coordinator to support appropriate volunteer coverage.

Key Responsibilities Continued

Health Safety and Food Handling

- Maintain a clean, safe, and organized warehouse.
- Follow and reinforce food safety standards, workplace health and safety requirements, and organizational policies.
- Promote safe lifting, material handling, and equipment operation.
- Identify and report safety hazards, equipment concerns, and operational issues.
- Support sanitation, waste management, and recycling procedures.

Teamwork and Operational Improvement

- Work with the Warehouse & Logistics Manager to improve efficiency and inventory accuracy and reduce food waste.
- Communicate effectively with staff, volunteers, donors, and community partners.
- Assist with other warehouse and logistics responsibilities as required.

Qualifications and Experience

- Previous experience in warehouse operations, inventory management, food distribution, or a related field.
- Experience in a food bank, nonprofit organization, or food distribution environment is an asset.
- Strong organizational skills and attention to detail.
- Ability to coordinate several tasks in a fast-paced environment.
- Experience supervising or working with volunteers is an asset.
- Familiarity with inventory tracking systems and basic computer applications.
- Knowledge of food safety practices, stock rotation, and workplace health and safety requirements.
- Strong interpersonal and communication skills.
- Ability to work independently and contribute to a team.
- Ability to perform physical warehouse duties, including lifting, moving, and organizing food and supplies.
- Forklift or material-handling equipment experience is an asset.

What We Are Looking For

We're looking for a dependable person who takes initiative, solves practical problems, and takes pride in keeping the warehouse safe and organized. You'll handle donations with care and bring Regeneration's values of Love, Integrity, Hope, and Hospitality to your work with staff, volunteers, and community partners.

How to Apply

Submit a résumé and cover letter outlining your qualifications and relevant experience.

Regeneration Outreach Community is committed to an inclusive and accessible recruitment process. Accommodations are available upon request throughout the hiring process.

Thank you for your interest. We will contact candidates selected for an interview.