

# Warehouse Coordinator (Part-Time)

Open Arms Mission – Welland, ON

## Position Summary

The Warehouse Coordinator supports the Warehouse Manager in the daily operations of Open Arms Mission's warehouse and distribution facility. This role is hands-on and administrative, assisting with shipping and receiving, inventory management, property oversight, volunteer coordination, and operational record-keeping. The coordinator helps ensure the warehouse operates safely, efficiently, and in alignment with Open Arms Mission's values and community impact goals.

## Schedule & Compensation

- **Hours:** Part-time, 50 hours bi-weekly
- **Schedule:** Monday–Friday (5 hours a day)
- **Wage Range:** \$31,000–\$37,500 annually (part-time equivalent)
- **Location:** On-site – Warehouse facility, Welland

### Inventory Management & Warehouse Operations – 45%

- Assist with inventory tracking, counts, and organization
- Food acquisition (Driving)
- Maintain clear storage systems for food and non-food items
- Support stock rotation and food safety practices
- Report shortages, damages, or discrepancies to the Warehouse Manager

### Property Oversight & Maintenance Support – 20%

- Assist in overseeing warehouse property, yard, and equipment
- Monitor cleanliness, safety, and general upkeep of the facility
- Identify and report maintenance needs or safety concerns
- Support basic property tasks and coordinate with staff or contractors as directed

### Administrative & Reporting Support – 15%

- Complete shipping, receiving, and inventory documentation
- Maintain operational records and logs
- Support data entry and internal reporting as required
- Assist with scheduling and coordination tasks

## **Warehouse Volunteer coordinating – 20%**

- Assist in orienting and directing warehouse volunteers
- Assign daily tasks under the guidance of the Warehouse Manager
- Ensure volunteers follow safety procedures and workflows
- Foster a welcoming, respectful, and mission-aligned volunteer environment

## **Reporting Relationship**

- Reports directly to the **Warehouse Manager**
- Works closely with Food Bank, Operations, and Volunteer teams

## **Qualifications & Skills**

- Experience in warehouse, logistics, facilities, or operations (preferred)
- Strong organizational and time-management skills
- Comfortable with both physical tasks and administrative work
- Ability to follow safety procedures and support others in doing the same
- Experience working with volunteers is an asset
- Valid driver's license and clean driving record (preferred)
- Alignment with the mission and values of Open Arms Mission

## **Work Environment**

- Combination of warehouse floor, yard, and office tasks
- Lifting, standing, and moving items as required
- Collaborative, mission-focused nonprofit setting