



Job Title: Logistics Specialist

Location: Onsite

Status: Full-Time for 2 Months

Start Date: Immediate

Salary: \$17.20 per hour (non-negotiable)

About Us:

Sai Dham Food Bank is a non-profit organization dedicated to supporting individuals and families facing food insecurity and social challenges. Our mission is grounded in compassion, inclusion, and service, aiming to build stronger and more resilient communities through access to essential resources and support.

Position Overview:

We are seeking a **reliable and detail-oriented Logistics Specialist** to join our operations team. This role is pivotal to ensuring the smooth flow of food and supplies through our warehouse and into the hands of those who need it most. The Logistics Specialist will play a key role in **coordinating inventory, preparing orders, supporting deliveries, and ensuring vehicle readiness and safety.**

The ideal candidate has a strong understanding of warehouse logistics, is physically capable of supporting operations, and has a working knowledge of vehicle maintenance and inspection protocols.

Key Responsibilities:

- Organize, track, and maintain inventory levels within the warehouse
- Load and unload shipments efficiently, safely, and with care
- Pick and pack food orders for delivery and distribution
- Coordinate and support **route planning and timely deliveries** to community partners
- Conduct routine checks on delivery trucks: **scheduling maintenance, reporting mechanical issues, and ensuring cleanliness and compliance**
- Assist with daily warehouse operations to ensure a clean, safe, and organized environment
- Work collaboratively with staff and volunteers to optimize space and workflow
- Maintain accurate records of shipments, deliveries, and vehicle use logs
- Ensure compliance with food safety and workplace health and safety protocols



Qualifications:

- Prior experience in **logistics, warehouse operations, or supply chain coordination**
- Ability to **lift and move heavy items** (as required) and work on your feet for extended periods
- Basic mechanical knowledge and/or experience with **vehicle inspection or maintenance coordination**
- Excellent organizational and communication skills
- Strong attention to detail and a proactive attitude
- Valid driver's license is an asset

Eligibility Requirements (Must-Have):

- Must be a Canadian citizen, permanent resident, or a person granted refugee protection under the *Immigration and Refugee Protection Act*
- Must be between 15 and 30 years of age (inclusive) at the start of employment
- Must be legally entitled to work in Canada according to applicable provincial or territorial legislation and regulations
- Please note: International students are not eligible. Recent immigrants are eligible only if they are Canadian citizens or permanent residents.

Why Join Us?

- Opportunity to make a meaningful impact in your community
- Collaborate with a passionate, mission-driven team
- Build your portfolio while contributing to social good
- Gain experience within the nonprofit sector

How to Apply: Please send your resume, cover letter, and a portfolio or samples of your design work to recruitment@saidhamcanada.com with the subject line: *Logistics Specialist Application – Sai Dham Food Bank*.