



Manitoba Keewatinowí Okimakanak Inc.

Head Office

Nisichawayasihk Cree Nation
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Thompson Sub-Office

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Winnipeg Sub-Office

Suite 102-1700 Ellice Avenue
Winnipeg, Manitoba
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Employment Opportunity

FOOD BANK INTAKE AND FOOD PACKAGING WORKER

Full Time Position – Thompson, Manitoba

Under the direction of the Food Bank Supervisor, the MKO Food Bank Intake & Food Packaging Worker is required to meet the performance requirements to ensure that the MKO Food Bank operations are always met. All work will be carried out in a manner consistent with MKO's policy and Indigenous culture and values.

Roles and Responsibilities

- Assists with applications for food hampers, picking up food and supplies, stores it, assembles, and distributes it to person(s) through the MKO's Food Bank.
- Embraces the MKO Food Bank core value to serve those in need with kindness and compassion.
- Assembles food hampers following a check list.
- Responsible for the proper storage of food products in a safe and secure manner consistent with health regulations.
- Stock shelves, rotates food products, and maintains product inventory.
- Receives and counts stock items, and records data manually or using computer.
- Maintains the MKO's Food Bank facility in a manner consistent with licensing requirements of the Health Department.
- May assist with volunteer groups as designated
- Be a positive role model by maintaining the highest level of professional and ethical behavior throughout your interactions with both internal and external customers.
- Attends work regularly per assigned work schedule and in accordance with MKO policy.
- Attends and participates with in-service training, staff meetings and other activities to facilitate professional development.
- Works cooperatively with others including all staff, supervisors, administrators, co-workers, community professionals, clients, vendors, and the public.
- Follows instructions and abides by MKO Food Bank policies and procedures.
- Assumes other duties, responsibilities and special projects as needed
- Implement food safety policies and procedures as enforced by Food, Nutrition Canada-Government of Canada

Education and Experience

- Able to work as a collaborative team member in delivering customer service.
- Certified in food handling safety standards desired (will provide training if needed).
- This position requires walking, standing, sitting, and lifting boxes up to 40 lbs., and the ability to work a flexible schedule including evenings and weekends.
- Service-oriented with a passion for helping with people orientated projects.
- Solid interpersonal communication skills, with an emphasis on active listening.
- Basic knowledge of MS Word & Excel.
- Ability to take direction.

- Ability to build strong relationships and gain trust with urban members & staff.
- Ability to work in an office environment.
- Ability in work in a warehouse environment.
- Ability to communicate on the telephone.
- Ability to stand for long periods of time.
- Ability to walk up and down stairs.
- Ability to lift over 50 lbs.
- Ability to bend, lift and carry.
- Possession of a valid drivers license an asset but not required.

Salary is dependant upon qualifications and experience
Interested applicants are invited to submit a cover letter, resume, and two (2) references by
4:00 PM on March 21, 2023 to:
Shawna Flett at employment@mkonorth.com

We thank all applicants, only those applicants considered for further review will be contacted.

Incorporated in 1981 as the Manitoba Keewatinowi Okimakanak (MKO). MKO is a non-profit, political advocacy organization that provides a collective voice on issues of inherent, Treaty, Indigenous, and human rights for citizens of the 26 sovereign First Nations we represent. The MKO First Nations are signatory to Treaties 4, 5, 6, and 10.