



# Food Distribution Coordinator

**Location:** Waterloo Region | **Type:** Full-time, Onsite

## About the Role

Food4Kids Waterloo Region is looking for an enthusiastic Food Distribution Coordinator to join our passionate, close-knit team and help champion our mission. The Food Distribution Coordinator is responsible for coordinating the day-to-day movement of food from receipt through storage, preparation, packing, and distribution, ensuring that Food4Kids Waterloo Region has the systems, inventory, volunteers, and logistics required to provide nutritious food to children when they are not in school.

## Key Responsibilities

- Maintain a clean, safe, organized, and efficient warehouse environment.
- Organize food, supplies, equipment, and storage areas to maximize space and workflow.
- Assist with receiving deliveries and loading/unloading food and supplies. Assist in food deliveries and pickups.
- Ensure equipment and workspaces are used safely and appropriately.
- Maintain accurate records related to inventory, donations, distribution, and deliveries.
- Communicate effectively with staff, volunteers, suppliers, donors, and community partners.
- Monitor inventory levels and communicate shortages or upcoming needs to the appropriate team members.
- Ensure food is properly stored, labelled, rotated, and handled according to food-safety practices.

## Qualifications & Skills

- Positive, collaborative mindset with a proactive approach
- Exceptional communication and interpersonal skills
- Strong time management skills
- Proficiency in Microsoft Word, Excel, Outlook, and digital tools
- Experience in the non-profit sector
- Must be able to lift up to 50lbs

## Additional Information

Please note that this position involves a mix of responsibilities and occasional support across teams when needed. A Vulnerable Sector check, a valid driver's license, a driver abstract report, and access to a personal vehicle are required.

## To Apply

Submit your cover letter and resume to [executivedirector@food4kidswr.ca](mailto:executivedirector@food4kidswr.ca) by 5:00 PM on Tuesday November 3, 2026. Use the subject line "**Food Distribution Coordinator**." Only shortlisted candidates will be contacted.

*Food4Kids Waterloo Region is committed to fostering an inclusive and accessible workplace. For accommodations during the recruitment process, please get in touch with Faune at [executivedirector@food4kidswr.ca](mailto:executivedirector@food4kidswr.ca).*