



Position Title and Grade: Warehouse Worker Contract

Reports to: Operations Coordinator

Hours & Pay rate: \$23.45, 4% vacation pay per pay period

Position Location: 4460 Beresford street. Burnaby, BC, V5H 0B8

The Burnaby Neighbourhood House is a volunteer-driven community-based social service agency located in Burnaby, BC and dedicated to addressing identified community needs through a variety of programs and services.

Overview of Functions of the Position:

We are seeking a reliable and hardworking **Contract Warehouse Worker** to assist with day-to-day operations in our warehouse. The ideal candidate will be responsible for receiving, storing, and maintaining inventory of goods accurately and efficiently. This is a contract-based position for a fixed duration.

Responsibilities:

- Unload and sort incoming donations
- Organize and maintain stock on shelves in warehouse and front of the house
- Stock shelves during and after hours
- Prepare toy bags prior to opening
- Operate pallet jacks, and other warehouse equipment safely
- Maintain cleanliness and organization of warehouse space
- Perform regular inventory counts
- Responsible to maintain records of inventory
- Produce final end of season inventory count in storage
- Follow all safety procedures and company guidelines
- Assist with other warehouse duties as needed

Direct Reports: Operation Coordinator

Qualifications:

- High school diploma or GED preferred
- Previous warehouse, logistics, or material handling experience preferred
- Ability to lift up to 50 lbs and stand/walk for extended periods
- Strong attention to detail and organizational skills
- Must be dependable, punctual, and able to work independently or with a team

In addition to bringing a commitment to Burnaby Neighbourhood House vision and values, the candidate should possess the following competencies:

- Evolve in Professional Capability – Commit to being better



- Achieve Excellence and Authenticity – Show up with the best version of you
- Leading Others • Develop the Potential in Others – Help people grow and lead
- Create a Culture of Connection – Build bridges between people and partners
- Make an Intentional Impact – Advance the strength and cause of BNH

Other Details:

- BIPOC and 2SLGBTQIA+ candidates are encouraged to apply.

Hours of Work: 35 Hours per week

Accountability: This position reports to the Operations Coordinator
Hours & Pay rate: \$23.45, 4% vacation pay per pay period
Contract: Up to 270 hours (October 26, 2026 – January 31, 2027)
Deadline: Oct 15, 2026
Start Date: October 26, 2026

Thank you for your interest in this position, however, only short-listed candidates will be contacted.

To apply please email resume to: simoneg@burnabynh.ca

No phone calls please