



Operations Coordinator

Harvest Algoma | Sault Ste. Marie, Ontario

Harvest Algoma rescues and redistributes food across the Sault Ste. Marie and Algoma region, running a warehouse, a commercial kitchen, a greenhouse, and a delivery fleet that gets that food to the partner agencies who need it. We're looking for an Operations Coordinator to keep the physical side of that work running: the building, the equipment, the trucks, and the routes, and to grow the relationships that bring more food in and move it more efficiently.

Employment Type: Full-time, permanent (37.5 hours/week)

Compensation: \$24.50 to \$31.50 per hour (\$47,775 to \$61,425 annualized), based on experience

Location: Sault Ste. Marie, ON. This role is on-site, with regular local driving.

What you'll do

Maintenance

- Inspect the warehouse, commercial kitchen, greenhouse, and other facilities on a regular schedule, and build a preventative maintenance plan for the equipment that keeps them running.
- Coordinate repairs, installations, and upgrades with outside contractors or in-house staff.
- Negotiate with suppliers and contractors, recommend vendors, and keep clean records of maintenance spend for approval.
- Keep every space meeting local health and safety standards.
- Train staff and volunteers on equipment use and safety.

Delivery Coordination

- Schedule and route deliveries to partner agencies so food gets where it's going on time.
- Coordinate pickup and transport of locally produced food for market, and look for ways to combine trips.
- Manage the delivery fleet: condition, safety, upkeep.
- Use the Harvest Food Hub App daily to weigh food in and out and register partner agency staff onto the platform.
- Track travel and fuel records, and troubleshoot delivery problems before they become bigger ones.

Logistics & Partnerships

- Build relationships with growers, retailers, and food producers to bring more rescued food into the system.
- Look for partnerships with local and regional transportation companies. Shared loads, backhauls, and freight arrangements that cut our costs.
- Keep an eye on freight spend and bring ideas for savings to the General Manager.
- Represent Harvest Algoma with carriers and transportation partners in the region.

Other

- Support greenhouse work from planting through harvest.
- Talk with partner agencies and local businesses about what Harvest Algoma does.
- Bring logistics knowledge to the table when new programs are being shaped.
- Support and lead student volunteers.

What you bring

- At least 3 years of experience in facility maintenance, logistics coordination, or both.
- Working knowledge of health and safety regulations.
- Strong organizational skills and the ability to juggle several priorities at once.
- Comfort working with staff, partner agencies, and outside contractors.
- Proficiency with Microsoft Office.
- A valid driver's license and a clean driving record. Experience driving a delivery vehicle is an asset.
- Experience building relationships with suppliers, carriers, or transportation partners is a strong asset.
- A college diploma in logistics, supply chain, or business is an asset.

Working conditions

This job moves between indoor and outdoor work, in all Northern Ontario weather. You'll be lifting and moving heavy items, climbing ladders, and on your feet for physically demanding stretches. Occasional evenings and weekends are part of the job.

To apply

Send your resume and a short cover letter to David Thompson at dthompson@harvestalgoma.ca by Friday, September 4, 2026. Tell us about a time you kept something running, a building, a fleet, a kitchen, a warehouse, when it would have been easier to let it slide.