



Position Title: Operations Manager

Location: In-person, 21 Williams Ave., Dartmouth, Nova Scotia

Wage: \$28/hour

Start Date: January 2026

Employment Type: 20 hours/ week Monday- Friday, additional hours available as delivery schedule increases in summer

Two weeks vacation, Health Spending Account, paid sick days

Position Summary

The Halifax Regional Food Hub (HRFH) is hiring its first Operations Manager. We're seeking a motivated individual with a passion for local food systems and a strong operational mindset. This role is suited to someone who is organized, adaptable, and comfortable taking initiative. You'll be responsible for building and running the systems that make the day-to-day work of the food hub possible, from receiving and inventory, to deliveries and food safety. You will be involved in helping build the Halifax Regional Food Hub from the ground up and we're looking for someone who can think on their feet, make informed decisions, and bring a problem-solving mindset to an evolving environment. The Operations Manager reports directly to the Executive Director.

Key Responsibilities:

Systems Development & Order Fulfillment

- Assist the Executive Director in identifying and outfitting infrastructure for food hub operations, including layout, equipment and workflow needs.
- Develop and maintain standard operating procedures (SOPs) for warehouse and distribution operations.
- Manage product intake, aggregation, quality control, and outgoing order preparation.
- Monitor cold storage use and warehouse capacity; recommend improvements to ensure smooth product flow.
- Ensure accurate inventory records in both physical storage and the online system.
- Lead monthly operational reviews and contribute to continuous improvement planning.
- Track and report on sales and product movement.

Producer & Buyer Coordination

- Create guiding documents and manuals, with support from the Executive Director.
- Onboard producers and buyers to the online platform and order system (Local Line).
- Plan and coordinate efficient delivery routes with courier partners.
- Coordinate logistics with producers and customer partners that ensures accurate availability listing, timely aggregation and delivery.
- Manage customer relationships and communications.

Food Safety & Compliance

- Ensure food safety handling procedures are followed at all times.
- Actively support the organization's food safety plan and protocols.
- Maintain records in compliance with regulations and HRFH policies.

Required Qualifications

- Experience in logistics or warehouse operations and coordination (non-profit or food-sector experience a plus).
- Strong organizational and problem-solving skills and attention to detail.
- Ability to multi-task, adapt quickly, and solve problems under pressure.
- Strong communication, interpersonal and organizational skills.
- Demonstrated ability to excel in self-directed settings, with minimal supervision and take initiative.
- Strong computer skills, with ability to learn or use new programs
- Excellent record keeping and data management skills.
- Ability to lift up to 50 lbs and work in a physically active environment
- Ability to be on your feet for extended periods of time
- Class 5 driver's license

Preferred Qualifications

- Entrepreneurial mindset with a passion for local food systems.
- Knowledge of produce quality, perishability, safe food handling, and storage practices.
- Experience in food distribution, food retail or agriculture
- Knowledge of the food industry or working with farms/producers is a strong asset.
- Existing relationships with local and/or regional food producers.
- Enthusiasm for local food systems, co-operative models, and community food security.

Please send a cover letter and resume to director@halifaxfoodhub.ca by Nov. 20th, 2025.

We thank all applicants for their interest; only those selected for an interview will be contacted.