

Position Title:	<b>Food Bank/Distribution Assistant</b>	Department:	<b>Hunger Prevention</b>
Reports to:	<b>Food Bank Manager</b>	Classification:	Exempt <input type="checkbox"/> Non Exempt <input checked="" type="checkbox"/>
Hours:	<b>Full Time (40 hrs/week)</b>	Supervises:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

*VOLUNTEERS OF AMERICA WESTERN WASHINGTON is a private, not-for-profit human service agency serving the needs of families, seniors and the disabled in Western Washington. Our successful track record of supporting those we serve and being on the leading edge of new and innovative programs makes us a leader among human service agencies in Western Washington. Come be a part of what we do and make a difference every day!*

The primary focus of this position is to perform an array of functions that include supervising food bank distribution days, maintaining food bank inventory, assisting with packing of “pop-up” food banks. This position requires the ability to operate a hand truck, pallet jack, drive a box truck, other mechanized equipment, and the ability to lift at least 50 pounds repetitively.

**Principal Activities:**

- Assist in loading and unloading of trucks
- When needed, drive agency vehicles to grocery stores, food drive sites, etc.
- Supervise volunteer activity and set an example for volunteers in providing good customer service that result in a positive Food Bank experience for all clients, staff and volunteers
- Provide leadership for volunteer workforce; maintain open communication to keep volunteers informed and motivated
- Ensure the safe conduct of volunteers, including the appropriate handling of perishable foods, and warehouse safety
- Assist daily with the stocking, prep and packing for food bank distribution
- Operate warehouse equipment to include forklift, pallet jacks, carts
- Participate in all housekeeping activities
- Other duties as assigned by supervisor

**Required Qualifications and Skills:**

- High School Diploma or GED preferred
- 1 – 2 years previous warehouse/grocery experience preferred
- Good communication, organization, and customer service
- Forklift/Power-Jack experience preferred but training can be provided
- Ability to lift 30 – 50 pounds regularly and 50 – 75 pounds occasionally
- Computer Proficiency in Microsoft Word, Outlook, and Excel
- Able to pass background check
- Valid Washington State Driver’s License and clean driving record required
- Must possess the ability to be flexible and adaptable to an ever-changing environment and working with a diverse population



## Hunger Prevention Services Employment Opportunity

If you wish to apply for this position, please email your resume to: [recruiter@voaww.org](mailto:recruiter@voaww.org)

*Volunteers of America provides equal employment opportunities to all employees and applicants for employment without regard to race, sex, age, sexual orientation, marital status, color, creed, religion, national origin, disability, disability or status as veteran or special disabled veteran, use of trained guide dog or service animal by a person with a disability. We are in accordance with applicable federal laws and in compliance with the Americans with Disability Act, to include HIV Aids and other communicable diseases covered under the Act. Additionally, the agency complies with applicable state and local laws governing non-discrimination in employment.*