

Position Title:	Food Bank Support	Department:	Hunger Prevention Services
Reports to:	Distribution Services Manager	Classification	Exempt <input type="checkbox"/> Non Exempt <input checked="" type="checkbox"/>
Status:	Part-Time/Temporary	Supervises:	Yes No X <input type="checkbox"/>

Volunteers of America Western Washington is currently hiring a Food Bank Support staff to work as part of the Hunger Prevention Services Team. It is a part time (20 – 25 hours per week), temporary (3 – 4 months) position. The rate of pay is \$13/hour.

Volunteers of America Hunger Prevention Services is partnering with community organizations to set up temporary “pop-up” food banks every week to bring food closer to communities and break down transportation barriers for local families. The primary focus of this position is to perform an array of functions that include maintaining food bank inventory, creating packing lists, complete and oversee the packing process for the Hunger Prevention Services Pop-Up Food Banks. Essential duties include performing manual labor in maintaining food bank inventory, creating packing lists, completing and overseeing the packing process for the Volunteers of America Pop-Up Food Banks. This position requires the ability to operate a hand truck, pallet jack, and other mechanized equipment and the ability to lift at least 50 pounds repetitively.

Principal Activities:

- Create packing lists of product to be used at pop up food banks based on inventory availability and oversee the packing and loading of trucks with product.
- Oversee individual volunteers and volunteer groups that are assisting in warehouse/food bank packing and inventory.
- Maintain inventory of food products by type and rotate product as needed in warehouse/cooler/freezer to ensure a first in, first out inventory system.
- Operate warehouse equipment to include forklift, pallet jacks, carts.
- Propose appropriate improvement to warehouse and distribution processes.
- Participates in housekeeping activities.
- Assist in accepting incoming food deliveries by unloading product from trucks and perform product inspection to ensure delivery documents (bill of lading/shipping invoice) match order and quality of product is intact.
- Accept food and cash donations from donors.
- Drive agency vehicles to pick up and/or make deliveries as needed.
- Other duties as assigned by supervisor.

Required Qualifications and Skills:

- High School Diploma or equivalent preferred
- 1 – 2 years previous warehouse experience preferred
- Experience working with and/or supervising volunteers/volunteer groups a plus
- Good communication and organizational skills
- Forklift experience preferred but training will be provided
- Ability to lift 30 – 50 pounds regularly and 50 – 75 pounds occasionally

- Basic computer skills
- Able to pass background check
- Clean driving record
- Must possess the ability to be flexible and adaptable to a changing environment and working with a diverse population

If you wish to apply for this position, please email your cover letter and resume to:
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.