

Position Title:	Warehouse Assistant	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 Warehouse Assistant to work as part of the team who is responsible for the day-to-day operations of the warehouse. It is a part time (20 hours per week), temporary (3 – 4 months) position. The rate of pay is \$13/hour.

Position Description:

The Warehouse Assistant selects and pulls products from inventory, combines products to fulfill food bank and meal program orders, prepares products for shipment, and participates in inventory counts.

Principal Activities:

- Assists in loading outgoing trucks and offloading incoming food deliveries
- Boxes, crates or palletizes combined products and prepares for shipment
- Operates forklifts, pallet jacks and hand trucks
- Participates in inventory counts
- Participates in housekeeping activities
- Drives agency vehicles to pick up and/or make deliveries as needed
- Other duties as assigned by supervisor

Required Skills:

- Ability to read and communicate effectively in English
- Ability to apply concepts of basic math: addition, subtraction, multiplication, division, and percentages
- Ability to operate hand trucks, pallet jacks, and forklifts
- Ability to work as a member of a team
- Knowledge of safe food product handling techniques
- Knowledge of warehouse practices
- Knowledge of stacking and palletizing techniques
- Knowledge of safety regulations and practices
- Basic computer skills
- Ability to pass background check

Education and Experience:

- High school diploma or GED required.
- Minimum 6 months experience in warehouse position required. Experience handling food product helpful.
- Minimum 6 months experience operating warehouse equipment including forklift, pallet jack, pickers required. Must possess or have ability to obtain forklift certification with 30 days of hire.
- An equivalent combination of education and/or training and/or experience may be substituted for the above education and experience requirements.
- Required to possess a WA State Food Handler’s License or able to be licensed within 30 days of hire.
- Clean driving record.

Job Conditions:

Position works in warehouse environment, around moving power and manual equipment. Position is subject to extreme temperatures in cooler and freezer areas of warehouse. Subject to typical level of warehouse noise. Work areas may be cramped. Position frequently works on loading/unloading docks where may be exposed to weather and/or moving trucks and other vehicles.

Physical Demands:

Position requires operation of forklift, and pushing/pulling of pallet movers, often in congested areas. Has continuous exposure to packaged and unpackaged food items. Requires continuous walking, standing, bending, stooping, kneeling, and feeling, reaching, grasping and handling of product; occasional repetitive motion of hands, wrists, and feet; continuous talking, sometimes with loud voice. Job requires the ability to routinely lift and carry up to 50 pounds.

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.