

Position Title:	<b>Warehouse Assistant</b>	Department:	<b>Hunger Prevention Services</b>
Reports to:	<b>Distribution Services Manager</b>	Classification	Exempt <input type="checkbox"/> Non Exempt <input checked="" type="checkbox"/>
Date:	<b>March 2018</b>	Supervises:	Yes No <input checked="" type="checkbox"/>

Volunteers of America Western Washington is currently hiring a part time, hourly, Warehouse Assistant to work as part of the team who is responsible for the day-to-day operations of the warehouse. Essential duties include performing manual labor in receiving, warehousing, and order picking. Responsibilities include checking incoming and outgoing product and orders for accuracy, storing orders safely and in the proper location, and cleaning the warehouse and equipment as directed.

This position requires the ability to operate a forklift, hand truck, pallet jack and other mechanized equipment, the ability to drive a box truck, and the ability to lift at least 50 pounds repetitively. The person hired for this position is expected to work collaboratively with staff as well as volunteers.

**General Position Summary:**

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

**Essential Functions/Major Responsibilities:**

- Assist 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.
- Drives refrigerated box truck and/or other agency vehicles to pick-up food donations or make deliveries.
- Participates in inventory counts.
- Follows processes and procedures, and completes necessary paperwork.

**Secondary Functions:**

- Participates in housekeeping activities.
- Accept food and cash donations from donors.
- Other duties as assigned by supervisor.

**Specific Job 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 forklift, hand trucks, pallet jacks, and drive a box truck.
- 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.

### Education and/or Experience:

- High school education or GED required.
- Minimum 2 months working in warehouse environment required. Willingness and ability to learn to operate warehouse equipment including forklift and pallet jack required. Must possess or have ability to obtain forklift certification with 30 days of hire.
- Willingness and ability to learn to drive a box truck required.
- Experience handling food product helpful.
- Experience working with and/or supervising volunteers a plus.
- Good communication and organizational skills.
- Must possess the ability to be flexible and adaptable to a changing environment and working with a diverse population.
- An equivalent combination of education and/or training and/or experience may be substituted for the above education and experience requirements.

### 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, and is 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:

Work is performed in warehouse setting with adequate lighting, heating and ventilation, but frequently enters areas of extreme cold. Position requires operation of forklift, and pushing/pulling of pallet movers, often in congested areas. Position has continuous exposure to packaged and unpackaged food items. Position requires continuous walking, standing, bending, stooping, kneeling, and feeling, reaching, grasping and handling of product. Position requires occasional repetitive motion of hands, wrists, and feet. Position requires 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](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.*