

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"/>
Position Type:	<b>Full Time</b>	Supervises:	Yes	No <input checked="" type="checkbox"/>

Volunteers of America Western Washington is currently hiring a fulltime, hourly, Warehouse Assistant for our Hunger Prevention Services who is responsible for the distribution of food to meal programs and food pantries throughout Snohomish County.

**NO EXPERIENCE NECESSARY – ON THE JOB TRAINING!**

Not only does this position give you the opportunity to contribute to a great cause in our community, but you also get to work with an outstanding team of like-minded individuals.

**WE OFFER:**

COMPETITIVE SALARY with occasional opportunities for overtime  
 UP TO 200 PAID TIME OFF HOURS PER YEAR  
 PAID TRAINING  
 MEDICAL, VISION & DENTAL BENEFITS  
 LIFE INSURANCE  
 403(B) RETIREMENT with employer match after two years  
 SHORT TERM DISABILITY  
 EMPLOYEE ASSISTANCE PROGRAM and more....

**Position Summary:**

This position is responsible for contributing to the smooth day-to-day operations of a busy warehouse as well as the occasional field trips to make deliveries or rescue groceries. Primary responsibilities include checking incoming and outgoing orders for accuracy, storing product safely, inventory control, loading and offloading trucks, general cleaning of the warehouse and equipment, and driving agency vehicles when needed.

**Essential Responsibilities:**

- Assist in loading and offloading trucks
- Prepare pallets for shipment
- Operate forklifts, pallet jacks and hand trucks
- Drive refrigerated box truck and/or other agency vehicles to pick-up food donations or make deliveries
- Participate in inventory counts
- Accept food and cash donations from donors
- Other duties as assigned by supervisor

**Job Requirements:**

- A valid Washington State Driver's License with a clean three year driving record

- High School diploma or GED required
- Ability to lift at least 50 pounds repetitively
- Ability to read and communicate effectively in English
- Ability to operate forklift, hand trucks, pallet jacks, and drive a box truck
- Basic math and writing skills

**Join our team! Please email your resume and a little bit about yourself 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.*