

Position Title:	Warehouse Assistant/Driver	Department:	Hunger Prevention Services	
Reports to:	Distribution Services Manager	Classification	Exempt <input type="checkbox"/>	Non Exempt <input checked="" type="checkbox"/>
Position Type:	Full -Time	Supervises:	Yes	No <input checked="" type="checkbox"/>

At Volunteers of America Western Washington, we have a clear vision: to be the place where a diverse mix of talented people want to come, to stay and do their best work. We are dedicated to promoting an inclusive environment where all people feel accepted and valued.

WE OFFER:

COMPETITIVE SALARY
PAID TRAINING
UP TO 200 PAID TIME OFF HOURS PER YEAR
MEDICAL & DENTAL
403(B) RETIREMENT
FLEX SPENDING ACCOUNT and more....

Position Summary:

This position is responsible for contributing to the day-to-day operations in a busy warehouse environment, as well as local pick-ups and deliveries. Primary responsibilities include checking incoming and outgoing orders for accuracy, storing product safely, inventory control, loading and unloading of trucks, general cleaning of the warehouse and equipment, and driving agency vehicles.

Essential Responsibilities:

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

Job Requirements:

- **MUST** have 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

If you wish to apply for this position, please email your 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.