

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

GENERAL FUNCTION:

Responsible for the efficient and effective operations of the Distribution Center/Food Bank. Performs standard shipping, receiving, and other warehouse functions. Strong emphasis on inventory control functions including proper rotation of inventory, donor restrictions, safe and proper food handling techniques and storage.

QUALIFICATIONS:

- High school diploma or equivalent with 3 years warehouse experience.
- Experience must include warehousing, shipping, receiving, truck driving and inventory control. Valid Washington State Driver's License and insurable driving record required.
- Supervisory experience with volunteers strongly preferred.
- Proven written/verbal communication skills.
- Ability to operate and train others in the efficient and safe operation of a forklift, electric/manual pallet jack, hand truck and other mechanized warehouse equipment.
- Competence in basic mathematics as well as reading and writing in English.
- Knowledge of proper storage of and handling procedures for food products needed.
- Must be able to lift up to 50 lbs repetitively along with the ability to lift, stoop, squat and lift over your head.
- Some evening and weekend work may be required.
- Experience working with multi-ethnic, low-income, developmentally disabled/physically impaired and elderly populations is strongly preferred.
- Must be neat and clean in appearance and be a team player.

PRINCIPAL ACTIVITIES:

- Ensure all incoming and outgoing product is properly receipted, inspected, tagged, stored and accounted for.
- Ensure that foodbanks and other agencies coming to get food are loaded according to packing list and on schedule as well as maintain good relations with agency drivers.
- Perform manual labor and routine clerical work in receiving, shipping and warehousing
- Use forklift, pallet jack, hand truck and other mechanized warehouse equipment
- Supervise warehouse volunteers
- Ensure proper food handling practices are followed
- Plan and manage daily warehouse workflow
- Ensure a safe working environment
- Clean and maintain a pest free food bank and warehouse
- Keep maintenance logs for equipment including refrigeration, forklifts and other warehouse equipment and pest control
- Oversee quality standards in all functional areas
- Work with administration to carry out operational functions of special events
- Other duties as assigned

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

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