



Warehouse Associate, Full-time

Company: Sequim Food Bank

Location: Sequim, Washington

FSLA Status: Non-Exempt

Hours: 30-35 hours/week with benefits

Compensation Range: \$18-20/hour

Reports to: Warehouse Manager

Date Prepared/Revised: August 30, 2024

About the Sequim Food Bank

The Sequim Food Bank is a Non-Profit 501(C)3 organization located in Sequim, Washington. Our mission/vision is to provide food and assistance to people and organizations so that no one goes hungry in our community. To achieve this, we provide access to nutritious foods and services through distribution, collaboration, education, and outreach. We are supported in our work by the generous support of our community through volunteering, donation of nutritious food, and financial support.

About the Position

The Warehouse Associate at the Sequim Food Bank plays a crucial role in ensuring the efficient operation of our warehouse. This position is responsible for supporting warehouse activities that ensure maximum efficiency and effectiveness of the organization, storage and distribution of food and other items. The Warehouse Associate must build and maintain working relationships with coworkers, volunteers, and the community. The Warehouse Associate must support warehouse functions in an efficient and regulatory compliant manner.

Key Responsibilities

Receiving and Inventory Management

- Loading, unloading, and moving products and materials by hand or by using equipment such as a forklift and electric pallet jack
- Receive, inspect, and verify the accuracy of food donations
- Properly label, store, and organize products in the warehouse
- Ensure proper rotation of food is being followed
- Monitor inventory levels and report shortages or discrepancies to the Warehouse Manager
- Work with Warehouse Manager to ensure inventory information is accurate, reliable and accessible

Food Distribution Programs

- Accurately prepare and store dry goods boxes for distribution
- Assist with preparation and execution of weekly food distributions and other Food Bank programs as needed
- Work closely with staff and volunteers during distribution and support the team

Warehouse Maintenance

- Maintain a clean, organized, and safe warehouse environment
- Perform regular checks on equipment to ensure it is in good working condition, notifying warehouse manager of any needed repairs
- Dispose of waste and recyclables according to food bank policies and local regulations

**Safety and Compliance:**

- Adhere to all safety protocols and guidelines to ensure a safe working environment
- Follow food safety and hygiene standards to prevent contamination
- Participate in regular safety training and drills

Team Collaboration:

- Work closely with other team members, including volunteers, to ensure smooth warehouse operations
- Provide support to volunteers assisting in the warehouse
- Communicate effectively with the Warehouse Manager regarding any issues or needs

Qualifications & Requirements

- High school diploma or equivalent
- Previous experience in warehouse operations or inventory management preferred
- Ability to lift and move objects weighing up to 50 pounds
- Working knowledge of electric pallet jacks and forklifts a plus
- Strong organizational and time-management skills
- Basic computer skills for team communications, inventory tracking, and reporting
- Receptive to feedback and able to follow directions and constructive feedback effectively
- Ability to work independently and as part of a team
- Commitment to the mission and values of the Sequim Food Bank
- This position requires standing, walking, and lifting for extended periods
- The warehouse environment may be subject to varying temperatures, depending on the season and storage areas
- Occasional weekend or evening work may be required to meet the needs of the food bank

Compensation

The pay range for this position is \$18-20/hour. Benefits include paid holidays, vacation, sick leave, retirement, healthcare reimbursement, and technology stipend.

How to Apply

Interested candidates should submit a resume and cover letter to asmith@sequimfoodbank.org with the subject line "Warehouse Associate Application." Applications will be accepted until the position is filled.