

Job Details Example

Warehouse Assistant (This position was posted August 29, 2022)

Local non-profit food pantry seeks an organized and motivated Warehouse Assistant to join our team. The Warehouse Assistant works with staff (Operations Managers, Dietitians, and Produce Assistants) and volunteers to ensure efficient food receipt and distribution to under-resourced people from Charlottesville and surrounding area.

EXPIRATION DATE	Rolling
HOURLY WAGE	\$18 - \$21
TYPE	Full Time
HOURS	Varies
ACCESS	Not On Bus Line
BENEFITS	Available

Employer Information

Loaves & Fishes Food Pantry
2050 Lambs Rd
Charlottesville, VA 22901

More Information

Requirements

- Able to operate 24-ft. box truck, forklift, power and manual pallet jacks, cardboard baler.
- Physically able to lift 65 pounds or more.
- Able to work flexible hours: position requires Tuesday & Thursday evenings & some Saturday mornings.
- Must be adaptable and able to work independently and productively in a fast-paced environment.
- Excellent interpersonal communication and listening skills required.
- Able to communicate effectively and work with diverse people of all ages and backgrounds.

Responsibilities

- Learn & apply safe food handling practices, follow all health and safety procedures and regulations.
- Receive, weigh in/out, and record items received and distributed to pantry visitors and partners.
- Safely move to and store food properly according to type (dry storage, refrigerators, freezers).
- Assist on-site volunteers with sorting, food packing & distribution responsibilities.
- Assist with preparation for food distribution, delivery programs and partner agency reallocation
- One day each week: pick up donations with company truck from designated partner grocery stores.

Skills

- Grocery warehouse experience preferred but not required.
- Basic proficiency working with personal computers.
- Experience using Microsoft Office products (word processing and spreadsheets) preferred
- Must possess good organizational skills and proactive mindset.

Employer's Greatest Frustrations

Finding someone who can work with many different types of people diplomatically has been a past challenge. Small, hardworking staff seeks someone willing to work as hard as they do.