



Warehouse Associate

Local non-profit food pantry seeks an organized and motivated Warehouse Associate to join our team. The Warehouse Associate works with staff (Operations Manager, other Warehouse Associates, Dietitian, and Produce Assistants), many different volunteers, and grocery store personnel to receive and distribute food to under-resourced people from Charlottesville and surrounding area.

Successful candidates will be able to communicate effectively and work with diverse people, including staff, pantry visitors, grocery store personnel, and volunteers of all ages and backgrounds. Person hired must be pleasant but firm and patient when interacting with others and maintain high attention to detail.

QUALIFICATIONS

- Able to safely operate 24-ft. box truck, forklift, power and manual pallet jacks, cardboard baler
 - Candidate must have at least 5 years' driving experience, a valid US driver's license, and a clean driving record
 - Will train and certify the right candidate on forklift
- Physically able to lift 65 pounds or more
- Able to work flexible hours: position may require Tuesday and Thursday evenings and Saturday mornings.
- Adaptable and able to work independently, efficiently, and productively in a fast-paced environment
- Able to act as an effective ambassador for Loaves & Fishes in interactions with partner agencies, grocery stores, and volunteers
- Well-organized, respectful, reliable, and able to follow instructions
- Knowledge of or ability to learn and uphold food safety standards
- Must be at least 18 years old and authorized to work in the U.S.
- High School diploma or equivalent, college or some college (preferred)
- Excellent interpersonal communication and listening skills required.
- Basic proficiency with computers using Microsoft Office, email and internet preferred

JOB DUTIES

- Pick up donations with company box truck from designated partner grocery stores and agencies.
- Load and unload truck for pick-ups
- Receive, weigh in/out, and record items received and distributed to pantry visitors and partners
- Learn and apply safe food handling practices and follow all health and safety procedures and regulations
- Safely move to and store food in proper areas according to type (dry storage, refrigerators, freezers, etc.)
- Assist on-site volunteers with sorting, food packing & distribution responsibilities
- Assist with food distributions, delivery programs, and partner agency reallocation
- Return food and equipment to proper storage and secure building at closing
- Operate and maintain warehouse equipment and assist with general warehouse cleanliness and organization
- Stock items and assist with inventory counts
- Schedule, drop off & pick-up truck for regular service
- Operate warehouse equipment to perform necessary duties (forklift, power jack, pallet jacks, baler, etc.)

Hours: 40 hours/week

Wage: \$19-\$21/hour, depending on experience. This is a non-exempt position, eligible for overtime pay when needed.

Benefits: Paid Time Off; health, vision, and dental insurance; paid holidays; retirement plan

To apply, complete and send Loaves & Fishes' [application](#) to operationsmanager@cvilleloaves.org.