

Distributing food by appointment  
**Tuesdays: 4:00 – 6:15 PM**  
And (no appointment needed)  
**Wednesdays: 2:00 – 4:00 PM**  
**Thursdays: 6:30 – 8:30 PM**  
**Saturdays: 10:00 AM – 12:00 PM**

# Loaves & Fishes



2050 Lambs Road, Charlottesville, VA  
22901 cvillefoodpantry.org · 434-996-7868

Loaves & Fishes provides nourishing food with respect and dignity to all who seek assistance, while offering robust opportunities for community engagement through volunteerism, partnerships, and nutrition education.

## Warehouse Associate

Do you like working with people and have experience driving a box truck and working in a warehouse?

Loaves & Fishes, the largest distributor of free food in the Charlottesville area, is hiring an outgoing, motivated, and organized Warehouse Associate to join our team. The Warehouse Associate works together with staff (Operations Manager, other Warehouse Associates, Dietitian, and Produce Assistants), many volunteers, and community members to collect and give out food to people from Charlottesville and surrounding area facing financial challenges.

### **Successful candidates must be able to**

- Work Tuesday and Thursday evenings and Saturday mornings.
- Be adaptable and manage time to work independently, efficiently, and productively in a fast-paced environment.
- Communicate effectively and work with people of all ages and backgrounds. Person hired must be pleasant but firm and patient when interacting with others and maintain a high attention to detail.
- Act as an effective ambassador for Loaves & Fishes in interactions with partner agencies, grocery stores, and volunteers.
- Safely operate a 24-ft. box truck, forklift, power and manual pallet jacks, cardboard baler. We will train and certify the right candidate on forklift.
- Physically lift 65 pounds or more.
- Provide a valid US driver's license and proof of at least 5 years' driving experience and clean driving record.
- Follow instructions, have excellent interpersonal communication and listening skills, and be well-organized, respectful, reliable, and able to anticipate work needing to be done.
- Prioritize tasks, learn new skills as assigned, and adapt to the needs of the organization.

### Other Qualifications

- Must be at least 21 years old and authorized to work in the U.S.
- High School diploma or equivalent
- Basic proficiency with computers using Microsoft Office, including Teams; email and internet preferred

### **Job Duties**

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

**Hours:** 22-32 hours/week

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

**Benefits:** 30+ hours/week includes dental, health, and vision insurance; Paid Time Off; professional development assistance; paid holidays; retirement plan with 3% match. 22-29 hours/week includes paid holidays and retirement plan.

To apply, send [application](mailto:operationsmanager@cvilleloaves.org) or work experience and contact information to [operationsmanager@cvilleloaves.org](mailto:operationsmanager@cvilleloaves.org).

Loaves & Fishes is an Equal Opportunity Employer and does not unlawfully discriminate against employees or applicants for employment based on an individual's race, color, national origin, disability, age, religion, gender, sexual orientation, marital status, or veteran status, or any other status protected by applicable law. Whenever possible, the company makes reasonable accommodations for qualified individuals with disabilities to the extent required by law.