



Warehouse Associate

Are you motivated by a desire to serve our neighbors in need? Do you have warehouse experience, a customer service mindset, and a passion for food justice? Do you want to be part of an organization that has been serving Pierce County for 35 years?

OUR STORY: Emergency Food Network (EFN) was established in 1982 and is the leading hunger-relief agency in Pierce County, located in Lakewood, WA. Our mission is to provide Pierce County with a consistent, diverse, and nutritious food supply so that no person goes hungry. In a given year, we distribute 14 million pounds of food with a value of \$22,000,000 to over 75+ partners. The food comes from a variety of sources including donations, procurements, and government distribution programs. We also run an 8-acre farm in the Puyallup Valley that organically grows food for distribution to food pantries.

SUMMARY DESCRIPTION: Emergency Food Network is seeking a Warehouse Associate. This position reports to the Director of Operations and is an integral part of the organization's daily operations, moving and distributing food in Pierce County, and maintaining the facility.

ESSENTIAL FUNCTIONS:

- Operate forklifts and powered/manual pallet jacks in a safe manner
- Maintain professional appearance and demeanor when interacting with the public including donors, and vendors
- Build orders for food pantries, including physically moving product weighing up to 50 lbs multiple times per day
- Clean and maintain supplies, tools, equipment, and storage areas in order to ensure compliance with safety regulations
- Assist with EFN Programs by setting up product, making sure all supplies are prepared, and working with volunteers to repackage the product.
- Load/unload trucks; receive and count stock items, and record data manually or using a computer
- Verify inventory computations by comparing them to physical counts of stock, investigate discrepancies or adjust errors.
- Examine and inspect stock items for wear or defects, reporting any damage to supervisors
- Cleaning and upkeep of the warehouse, administrative space, restrooms, kitchen, and exterior of the facility daily

QUALIFICATIONS:

- Forklift experience required; certification preferred; able to operate powered pallet jacks
- Basic math, reading, and writing abilities
- High standards of cleanliness and attention to detail
- Able to communicate effectively with volunteers, staff, and the general public
- Capable of lifting a minimum of 50 pounds and able to endure up to 8 hours of physical work per day
- Able to work collaboratively, in a team environment, across departments, and to work well with a wide variety of people, including volunteers, donors, businesses, clients, civic groups, and religious organizations

WORK SCHEDULE:

- Full-time (Monday to Friday from 7:00 am- 3:30 pm)

COMPENSATION STARTING:

- Full-time hourly rate of \$15 per hour
- Two weeks paid vacation increased to three weeks after one year of employment, paid sick leave
- Excellent medical, dental, and vision, as well as short and long term disability and life insurance
- Generous 403(b) plan available after probationary period as set forth according to plan document.

HOW TO APPLY:

- Please fill out a [job application](#) or resume and send to jobs@efoodnet.org as an attachment.
- Applications will be reviewed on a rolling basis until the position is filled

Emergency Food Network invites applications from qualified individuals interested in working for a high-performance, mission-driven organization.

EFN is an equal opportunity employer. This is a low barrier position. We encourage all interested applicants to apply. For more information about the Emergency Food Network, please visit our website www.efoodnet.org.