



## We are seeking a Delivery Driver/Warehouse Associate

Are you motivated by a desire to serve our neighbors in need? Do you have driving, warehouse, distribution, and customer service experience coupled with a passion for food justice? Do you want to work in a warehouse and drive trucks while being home for dinner each night? 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 over 14 million pounds of food with a value of \$22,000,000 to over 82 partners. The food comes from a variety of sources, including donations, procurements, and government distribution programs. We also run an 8-acre organic farm in the Puyallup Valley that grows food for distribution to food pantries.

**SUMMARY DESCRIPTION:** Emergency Food Network is seeking a new team member to assist in our warehouse as well as make deliveries in our CDL box truck and semi-truck. We are looking to invest in the training of a long term employee that can grow with us and become a valuable member of our team. This full-time position reports to the Warehouse Manager and is an integral part of the organization's daily operations. They will help in the warehouse and in transporting food to EFN from partners in primarily Pierce County, with occasional trips to other parts of Western Washington, Eastern Washington, Oregon and other locations as needed.

### ESSENTIAL FUNCTIONS:

- Deliver product to sites as designated by Warehouse Manager and Director of Operations. Help site volunteers and personnel offload product. Obtain signatures on delivery receipts and return receipts to the Warehouse Manager daily.
- Deliver empty food drive bins to food drive locations and pick-up bins as assigned by Warehouse Manager and Volunteer Coordinator.
- Pick-up donations as assigned by Warehouse Manager and Director of Operations.
- Maintain cleanliness of delivery trucks.
- Contact Transportation Coordinator whenever vehicle(s) fail to operate correctly.
- Sort food, paying close attention to removing unusable, damaged, or expired products.
- Assist with loading and unloading of trucks.
- Build orders for food pantry locations, collaborating with the warehouse team for proper accountability of product per inventory guidelines.
- 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.
- Clean and maintain supplies, tools, equipment, and storage areas to ensure compliance with safety regulations.
- Assist with EFN Programs by setting up the product, making sure all supplies are prepared, and working with volunteers to repackage the product.
- Verify inventory computations by comparing them to physical counts of stock, investigate discrepancies, or adjust errors.
- Cleaning and upkeep of the warehouse, administrative space, restrooms, kitchen, and exterior of the facility daily.
- Other duties as assigned.

### QUALIFICATIONS:

- Detail-oriented, with a strong work ethic and ability to follow set procedures.
- Valid Commercial Driver's License (CDL Class A).
- Able to pass a DOT physical exam and pre-employment drug test.



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- Good work history, clean driving record.
- Knowledge and understanding of local, state, and federal regulations.
- Retrieve, read, and reply to emails to stay informed of agency and departmental activities and information.
- Basic math, reading, and writing abilities.
- Able to communicate effectively with donors, staff, and the general public.
- Capable of lifting a maximum of 50 pounds and able to endure 8 hours of physical work per day.
- Able to sit and remain alert while driving for long periods.
- Ready to hook and unhook trailers from a tractor.
- Able to operate PIT - forklifts (stand up and sit down) and powered pallet jacks.
- Willing to occasionally work flexible hours.
- 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 am- 3 pm) includes an occasional weekend day. Drive times are factored in the regular work schedule. There are some areas traveled that are outside regularly serviced areas and may incur overtime.

### **COMPENSATION STARTING:**

- Full-time position - \$19.00 to \$21.00 per hour based on experience.
- 2 weeks of vacation, increased to 3 weeks of leave after 2 years, and 8 hours added monthly to your sick balance - available upon completion of 90 day probation period.
- We provide excellent medical, vision, and dental plans plus life and disability insurance with EFN currently covering 100% of the cost of the employee's insurance premiums.
- EFN has a 403(b) plan and currently contributes 5% after 6 months of employment.

### **HOW TO APPLY:**

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

Please submit your resume or EFN's Job Application to [jobs@efoodnet.org](mailto:jobs@efoodnet.org). Applications will be considered on a rolling basis until the position is filled.

EFN is an equal opportunity employer. For more information about the Emergency Food Network, please visit our website [www.efoodnet.org](http://www.efoodnet.org).