



## 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 is located in Lakewood, WA and was established in 1982. 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 move over 13.9 million pounds of food and serve over 80 partner food pantries, meal sites, and shelters. The food comes from a variety of sources including donation, procurement, 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 pounds multiple times per day
- Clean and maintain supplies, tools, equipment, and storage areas in order to ensure compliance with safety regulations
- Assist 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, and 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
- 2 weeks of vacation, increased to 3 weeks of vacation 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

EFN is collaborative, team-focused work space.

**HOW TO APPLY:**

- Please send a resume and cover letter to [jobs@efoodnet.org](mailto:jobs@efoodnet.org)
- Applications will be reviewed on a rolling basis until the position is filled
- EFN requires a drug test and background check upon offer of employment

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](http://www.efoodnet.org).