



JOB TITLE: Temporary Warehouse Assistant
JOB TYPE: Part Time, 20 hours per week
REPORTS TO: Assistant Director

Ballard Food Bank's mission is to bring food and hope to our neighbors...because there can be enough for everyone. To achieve our mission, we provide access to nutritious foods through our unique grocery-model food bank, financial resources, referral and mail services that support self-sufficiency, and we advocate for food equity and justice. The Ballard Food Bank actively strives to be an anti-racist organization and promotes the values of diversity, equity and inclusion in its work.

POSITION DESCRIPTION:

The Temporary Warehouse Assistant will be a member of our small but mighty team. This person will organize the behind-the-scenes operations of the food bank, working primarily work with our operations staff to process and inventory all incoming non-perishable food, proper storage, and keeping warehouse clean and organized. The temporary warehouse assistant will work with the food bank staff to help monitor inventory levels and ensure the food bank is stocked and replenished accordingly.

DUTIES & RESPONSIBILITIES:

- Receive and process all deliveries to the food bank
- Maintain clean, sanitary environment throughout the food bank, primarily focusing on the non-perishables
- Stock the food bank and no cook distribution line
- Coordinate the loading and unloading of vehicles
- Assist with food recovery and pick ups
- Work alongside the warehouse team to oversee overall back of house operations
- Coordinate proper disposal of garbage, compost, and recycling
- Fill in as needed with food recovery to our neighborhood grocery stores
- Provide oversight and direction to volunteers in the warehouse, as needed
- Other duties as assigned

QUALIFICATIONS:

- Passion for our mission, "We bring food and hope to our neighbors because there can be enough for everyone"
- Post-secondary experience (Associate's degree) or related work experience preferred
- Ability to serve children, adults, and families from diverse backgrounds and cultures in a respectful manner
- Ability to work respectfully and collaborate with staff and volunteers
- Excellent conflict management skills
- Ability to maintain confidentiality
- Attention to detail and strong organizational skills
- Excellent customer service skills
- Excellent written and oral skills

- Proficiency in Spanish or another language spoken by recent immigrants to Seattle a plus
- Ability to lift 50 lbs. safely
- WA State Patrol Background Check
- Driver's license, and Washington State Food Handler's permit required
- A sense of humor.

The Right Fit for this role:

- Feels rewarded by helping others
- Operates with a deep sense of empathy, and still is able to maintain boundaries and enforce policies (ex. consistency around only dispensing mail during formal hours)
- Is mature and professional: respects confidentiality, able to de-escalate situations
- Is flexible and willing to contribute in a variety of ways to the team and organization
- Likes being part of a team and able to work independently
- Has a sense of humor and a positive attitude

Position funded through December 2020. Schedule to work Monday – Thursday during our open hours with specific hours negotiated with Assistant Director. Salary is \$18/hour.

Submit your resume:

Please submit your resume and cover letter to kathleenm@ballardfoodbank.org with the subject: Warehouse Assistant