



Loaves & Fishes Community Services **Driver and Warehouse Assistant** (full-time hourly)

The Driver and Warehouse Assistant will work in collaboration with the Food Rescue and Receiving Manager to support the daily activities of the organization with a focus on the pick-up of rescued product, receiving, sorting and inventorying, and performing general warehouse tasks. The Driver and Warehouse Assistant reports to the Food Rescue and Receiving Manager.

Duties and Responsibilities:

- Execute product pick-ups at stores, warehouses and food partners
- Assist with the daily operation of the warehouse and food handling process, including receiving, sorting, stocking, rotation and distribution of all incoming grocery items in the warehouse, freezer and cooler
- Ensure personal safety measures for self and others, in company vehicles, on docks and within facilities
- Updating inventory information within inventory management system
- Full proficiency with operating power equipment, forklift and baler
- Assist with inventory put-away and retrieval from warehouse storage racking
- Monitor and maintain cleaning, sanitation standards and safe food handling practices in the warehouse, food storage and processing areas
- Maintain partner relationships with professionalism, adhering to Loaves & Fishes core values
- Proactively engaging and interacting with volunteers

Job Requirements:

- Forklift certification and competency
- Driver's license, including ability to drive box truck with a Non-CDL/C-Class license
- Ability to lift up to 40 pounds, and full range of motion in bending, lifting and general movement
- Minimum of High School level education and basic competency on computer (email, Excel data entry)



Loaves&Fishes
Community Services

Compensation & Schedule:

Compensation - \$22.00 per hour, a competitive benefits package is offered

Schedule:

- Tuesday 11:00 am – 7:00 pm
- Wednesday 8:00 am – 5:00 pm
- Thursday 7:00am – 4:00 pm
- Friday 8:00 am – 3:00 pm
- Saturday 7:00 am – 1:00 pm

Submit resume and cover letter to careers@loaves-fishes.org

Loaves & Fishes Community Services is committed to creating a diverse environment and is proud to be an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to sex, gender identity, sexual orientation, race, color, religion, national origin, disability, protected veteran status, age, or any other characteristic protected by law. Qualified applicants protected by law are encouraged to apply.

