

Currently Accepting Applications (Resume, Cover Letter and Application required)

*application to be submitted online: <https://cdcac.org/employment/>

*for questions, email employment@cdcac.org

Closing Date: Open until filled

Interviews Scheduled: Beginning June 23, 2025

Hire Date: As soon as possible.

Compensation: \$20-\$22 per hour, depending on experience

Job title	<i>Food Distribution Center Warehouse Associate</i>
Job Category	<i>Part-time hourly, Non-Exempt</i>
Reports to	<i>Food Distribuiton Center Coordinator</i>
Supervises	<i>Assigned AmeriCorps memebbers, volunteers, interns and work-experience partipants</i>

Position Summary

The Food Distribution Center (FDC) Warehouse Associates primary responsibility is to assist the Food Distribution Center Coordinator with inventory management and coordination of receiving and distributing food and non-food items, includes supervision, training and coordination of assigned AmeriCorps members, volunteers and partners. The FDC Warehouse Associate will also assist the FDC Coordinator with the collection and analysis of data and program development activities that help people to understand their important role in the regional food distribution system.

Duties and responsibilities

The primary job responsibilities of the FDC Warehouse Associate include:

- Understand and implement services offered through the FDC
- Adhere to rules and regulations provided by all applicable funding sources
- Implement the training strategy for the assigned AmeriCorps members, volunteers, interns and work-experience participants
- Receive bulk food deliveries
- Organize bulk foods in the warehouse as required by funders and partners
- Build food pantry and subcontractor orders and ensure timely delivery
- Loading, unloading and delivery of purchased and/or donated foods at the FDC, food pantries, grocery stores, and other food suppliers
- Collaborate with FDC Coordinator regarding inventory and distribution of products
- Comply with health and safety standards regarding food items and food storage
- Maintain detailed accurate records and ensure confidentiality of customers
- Submit invoices in an efficient manner to ensure payments are made timely

- Maintain a clean and sanitary working environment
- Use databases for data collection
- Participate fully in staff meetings, department meeting, and training opportunities
- Maintain professional knowledge, skills and certifications by attending appropriate conferences, meetings, and training related to the position
- Attend all staff meetings and department meetings as required
- Perform other duties as assigned

Qualifications

Education and Experience:

High School diploma with at least one year experience with warehouse operations

Bilingual in English and Spanish preferred, not required

Experience in the field of food distribution is preferred, not required

Skills, Abilities, and Knowledge:

- Able to establish and maintain effective working relationships with a diverse group of individuals and community organizations
- Able to work with volunteers, other partners, and the public in a respectful, professional, and non-judgmental manner
- Able to communicate effectively, both oral and written
- Able to balance multiple deadlines and prioritize workload
- Excellent organizational skills and attention to detail
- Able to use a computer to meet essential job functions, including managing databases, e-mail, word-processing, and spreadsheet software
- Basic understanding of state and national service programs, such as AmeriCorps
- Maintain regular work attendance and perform job duties and responsibilities in a satisfactory manner
- Able to regularly lift up to 50 pounds
- Must have a valid Washington State Driver's License and current personal automobile insurance

Working conditions

This position is based in a warehouse and often works from an office. There is frequent contact with the public in a variety of conditions, in person and over the phone, indoors and outdoors. Statewide travel and local deliveries to pantries may be required. Some evening and weekend work required.

Physical requirements

The position requires frequent sitting and using computers, long periods of driving (up to 2+ hours in each direction), and heavy lifting (up to 50 pounds).