



## Delivery Driver/Warehouse Associate

### GREAT JOB OPPORTUNITY!

- **Home for Dinner every night!**
- \$26 to \$29 per hour, 40 hours per week
- Full Benefits within 60 days of start (medical, dental, vision) currently 100% paid by employer
- 5% contributed to a Retirement Account available after 6 months of service
- Great team atmosphere
- Direct opportunity to impact food security in Pierce County to ensure no person goes hungry

### IDEAL CANDIDATE:

- Valid Commercial Driver's License (Class A or B)
- Warehouse experience; loading, unloading, building and delivering pallets of products to customers
- Powered Industrial Truck (PIT) experience
- Able to pass a DOT physical exam
- Basic computer skills, completes delivery paperwork, worked with a Warehouse Management System
- Stellar customer service skills and great team attitude
- Hard worker with attention to detail

**OUR STORY:** Emergency Food Network is located in Lakewood, WA and was established in 1982. In a given year, we move 14 to 19 million pounds of food and serve over 75+ partner food pantries, meal sites, and shelters. We also run an 8-acre farm in the Puyallup Valley that organically grows food for distribution to food pantries. EFN has been trusted to allocate and distribute local resources from various sources including the Federal & State government, businesses, and individuals.

### ESSENTIAL FUNCTIONS: 50% Driving, 40% Warehouse Work, 10% other duties as assigned

- 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
- Sort food, paying close attention to removing unusable, damaged, or expired products
- 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



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### QUALIFICATIONS:

- One year of CDL A or B commercial driving experience
- Detail-oriented, with a strong work ethic and ability to follow set procedures
- Able to pass a DOT physical exam
- 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, writing abilities, and computer skills (basic Microsoft Office)
- Able to communicate effectively with donors, staff, and the general public
- Able to sit and remain alert while driving for long periods
- Ready to hook and unhook trailers from a tractor
- Build orders for food pantries, including physically moving product weighing up to 50 lbs. multiple times per day
- Understands inbound/ outbound/ warehousing functions
- Able to conduct inventory on government, purchased, and donated products
- Able to operate PIT - forklifts (stand up and sit down) and powered pallet jacks
- Load/unload trucks; receive and count stock items, and record data manually or using a computer
- 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 6:30 am - 3:30 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. Overtime paid for all hours worked over 40 per week.

### COMPENSATION STARTING:

- \$26.00 to \$29.00 per hour based on experience
- Two weeks paid vacation increased to three weeks after one year of employment, paid sick leave
- Excellent medical, dental, and vision, as well as short- and long-term disability and life insurance
- Generous 403(b) plan available that currently contributes 5% after 6 months of employment

### HOW TO APPLY:

- Please fill out a job application from our website or send a resume. Send to [jobs@efoodnet.org](mailto:jobs@efoodnet.org) as an attachment
- Applications will be reviewed on a rolling basis until the position is filled
- EFN requires a background check. Background check findings do not disqualify you; decisions are based upon job responsibilities. Background check are required upon offer of employment.

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

EFN is an equal opportunity employer. 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).