



Warehouse Assistant Manager

Do you have a passion for food justice? Do you want to work with a collaborative team, interact with incredible volunteers, engage with the community, and have a significant impact on Pierce County's emergency food system? If this sounds like the position for you, we invite you to apply to join our team as the Warehouse Assistant Manager.

- \$29 to \$31 per hour for 40 hours per week
- Full benefits within 60 days of start (medical, dental, vision) are currently 100% paid by the employer
- 5% contributed to a Retirement Account available after six months of service
- The job offers lots of variety, including forklift work, order picking and building, weekly inventory, and facility maintenance
- Great team atmosphere
- Direct opportunity to impact food security in Pierce County to ensure no person goes hungry

IDEAL CANDIDATE:

- Well organized and familiar with warehouse policies and practices
- Able to lead in a group setting by providing purpose, direction, and motivation
- Solid communication skills- convey instructions, report issues, and collaborate with team members to achieve objectives
- Forklift certified and experienced
- Inventory experience- capable of balancing EFN's food inventory
- Great team attitude
- Hard worker with attention to detail and safety in mind

OUR STORY: The Emergency Food Network (EFN) was started in 1982 and is the leading hunger-relief distribution center in Pierce County. Our mission is to provide Pierce County with a consistent, diverse, and nutritious food supply so no one goes hungry. In a given year, we distribute 15 million pounds of food to over 75+ partners. The food comes from various sources, including donations, purchases, and government distribution programs. We also run an 8-acre farm in the Puyallup Valley that organically grows food for distribution to food pantries.

ESSENTIAL FUNCTIONS:

- Assists with directing, supervising, and assigning warehouse employees (e.g., trains, prepares work schedules, makes work assignments)
- Assists with the selection, supervision, and training of warehouse workers. Evaluate performance and verify the correctness of employee timecards
- Assists and directs warehousing activities (e.g., ordering, receiving, and unloading shipments; processing records; preparing and distributing reports and other documentation; establishing and coordinating policies; and assisting with vendor contracts)
- Responsible for processing the entire warehouse cycle for all products (receiving, inventory control, monitoring, scheduling, pulling, etc.)
- Responsible for planning the Repack (EFN's key volunteer program) schedule and picking products, including Home Delivery, purchased food, donations, food drives, and Mother Earth Farm produce
- Verifies quantity and item numbers for received items. Records and maintains receiving and inventory data in the computer database. Clears incoming freight and prepares it for warehousing
- Answers telephone and assists with customer service. Coordinates with truck drivers and dispatchers, explaining distribution policies and procedures for deliveries and shipments. Coordinates with vendors to ensure that correct products are ordered and delivered. Assists with resolving quantity and quality issues and discrepancies

- Schedules and arranges deliveries and shipments, coordinating schedules. Prepares related documentation. Assists with pulling orders and monitoring order accuracy. Monitors item issuance
- Assists with preparing and checking reports, schedules, invoices, forms, and other required warehouse documentation
- Assists with inventory control and resolving inventory discrepancies. Locates products and weighs new items. Creates inventory codes and changes descriptions in the computer
- Build orders for food pantries, including physically moving products weighing up to 50 lbs. multiple times daily
- Clean and maintain supplies, tools, equipment, and storage areas to ensure compliance with safety regulations
- Maintains equipment and facilities, keeping the Manager informed of needed repairs and ensuring proper housekeeping. Monitors and maintains freezers. Prepares and processes maintenance reports
- Attends various meetings, representing Distribution (e.g., Product Committee, Data Processing, Leadership Team, Expediting, Safety, Food and Transportation, and Company Staff Meeting)
- Provide oversight with the Repack program in planning, inventory, scheduling repacks, etc.
- May occasionally drive route and make deliveries and/or pickups in the absence of truck drivers
- Other duties as assigned

QUALIFICATIONS:

- Forklift certification and experience required, ability to operate powered pallet jacks
- Able to communicate effectively with volunteers, staff, and the public
- Able to work well in a team environment
- Competent use of MS Office applications, Outlook, Word, and Excel
- Knowledge of Flowtrac, inventory systems, etc.
- Math, reading, and writing abilities
- Associate degree preferred; equivalent work experience considered
- High standards of cleanliness and attention to detail
- Capable of lifting at least 50 pounds and enduring up to 8 hours of physical work daily
- Valid driver's license

WORK SCHEDULE:

- Full-time Tuesday to Saturday from 7:00 am to 3:30 pm
- Overtime paid for any hours worked over 40 each week

COMPENSATION STARTING:

- Hourly pay is \$29 to \$31 per hour, depending on experience
- Benefits start accruing 60 days after employment and include:
 - Two weeks of vacation accrued during the first year, increases to 3 weeks of vacation in the second year and each year after (up to a maximum of 4 weeks per year)
 - 8 hours of sick leave accrued each month
 - We provide medical (low deductible) vision, dental, short- and long-term disability, and life insurance
 - EFN currently covers 100% of the employee's insurance premiums
- EFN has a 403(b) plan and contributes 5% after the employee has been employed for six months.



Warehouse Assistant Manager

HIRING INFORMATION:

- Please complete a job application from our website or send a resume and a cover letter. Send it to jobs@efoodnet.org as an attachment.
- Applications will be reviewed on a rolling basis and the posting will be open until the position is filled.

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.