



Westside Food Bank is seeking an Warehouse Assistant

General Job Description

Are you ready to apply your talent and skills to an innovative organization with a 40-year history and solid financial foundation? Do you want to team up with a close knit group of committed staff who work collaboratively to improve the well-being of local people in need? Westside Food Bank, a non-profit social service organization, is seeking a full-time warehouse assistant to assist with our provision of food. WSFB distributes nearly 5 million pounds of food yearly to over 55 social service agencies and has doubled our distribution during the Covid-19 pandemic.

The ideal candidate will have at least two years experience in general warehouse operations including order picking, using a warehouse management system (WMS), and operating forklifts and pallet jacks. Candidates must also be able to safely drive a class C truck. Bilingual English/Spanish preferred but not required.

Responsibilities

- Pick food orders for distribution to agencies using barcode scanner
- Palletize food for distribution after picking
- Assist with receiving food deliveries and donations
- Drive company truck to pick up and deliver food and run errands
- Maintain a clean and orderly warehouse environment
- Other warehouse duties as assigned

Qualifications

- 2+ years general warehouse experience, food industry experience a plus
- Must be able to lift up to 50 pounds for a consistent length of time
- Ability and willingness to do hard manual tasks
- Must have superb attention to detail and ability to distinguish between similar products
- Must be able to accurately count items
- Ability to prioritize orders based on warehouse schedule
- Ability to learn and use warehouse management system and barcode scanners
- Ability to operate forklift, pallet jacks and other warehouse equipment
- Ability to communicate via e-mail, Slack, other online communication tools
- Class C driver's license with clean driving record
- Positive, friendly team player, ability to interact well with the public
- Customer service experience a plus

- Bilingual English/Spanish a plus

Compensation & Benefits

- This position has a work schedule from 7am-3pm, Monday through Friday.
- This is a full-time, non-exempt position at 40 hours per week with salary of \$21/hr
- Generous benefits package:
 - Medical (Kaiser HMO): Premiums fully covered by WSFB for the employee. Dependent coverage is available, employee pays 2% of their wages for coverage and WSFB pays the rest.
 - Dental (Delta Dental PPO): Premiums fully covered by WSFB for the employee. Dependent coverage is available at 25% of the premium cost.
 - 4% Safe Harbor 401k Match with immediate vesting
 - Paid time off: 12 sick days per year, 10 holidays, 10 vacation days in the first year of employment (increases per year, up to a maximum of 25 days at the seventh year of employment)
 - Pre-tax Flexible Spending Account (FSA) available, with employer contribution to medical
 - Professional development opportunities, paid for by WSFB

How to Apply

Send resume to jobs+whse@wsfb.org

We will review applications immediately and will contact prospective candidates directly, please no calls.

Westside Food Bank is an equal opportunity employer committed to fostering an inclusive environment. We welcome candidates of all backgrounds and will not discriminate against any individual based on race, color, sex, pregnancy, national origin, age, religion, marital status, sexual orientation, gender identity, gender expression, military or veteran status, disability, or any factors prohibited by applicable law