



Warehouse Crew Member

Monday- Friday 7:00-3:00pm, \$17.00/hr plus overtime and Holiday Pay
Medical & Dental Benefits included

Under the direction of the Warehouse Director, all warehouse crew members are responsible for the daily duties of the warehouse. This includes inventory documentation, receiving & distributing donations, warehouse maintenance, donation pick-ups, and offer assistance to Loaves & Fishes programs & services.

Typical duties include, but are not limited to:

1. Manage First In, First Out (FIFO) method of distributing inventory
2. Maintain equipment and safety logs at all times
3. Receive donations, stock shelves, pull & deliver program orders
4. Distribute donations according to Warehouse Directors instructions
5. Warehouse maintenance, cleaning and compliance with CAL OSHA
6. Daily interaction with donors and vendors
7. Other duties as assigned

Requirements:

1. Must have a valid CA driver's license & provide a current MVR
2. Must be Forklift Certified, proof required
3. Must have proficient writing & communication skills
4. Must be familiar with Inventory processes & documentation
5. Must be able to work holidays & weekends (Nov – Jan)
6. Must be familiar with Cal OSHA requirements
7. Experience with food handling is a plus, Food Handler's certification is required
8. Must have the ability to work as part of a team and independently
9. Must be able to follow instructions
10. Must be able to lift 30-50 lbs without limitations
11. Computer skills with Microsoft Word, Excel & Access database
12. Prior warehouse experience preferred

Qualities required:

Commitment to the mission and philosophy of Loaves & Fishes.

The candidate must be detail oriented, possess strong written and oral communication skills, and strong organizational and computer skills. Ability to be a self- starter, work independently, and meet deadlines. Candidate must be accuracy oriented.

Please email resume to hr@sacloaves.org or fax to Human Resources at (916) 446-9376 **no later than October 15, 2021.**