



Job Title: Warehouse Associate
Effective Date: August 21st, 2023.

Reports to: Program and Operations Manager
Job Type: Part Time, 20 hours/per week.

We END weekend hunger!

Backpack Brigade partners with local communities to provide weekend hunger bags to school kids in need. We ensure every child is fed all weekend long.

Location: 1729 1st Ave. S Seattle, WA 98134

Job Summary:

The Backpack Brigade Warehouse Associate will run much of the day-to-day operations of the warehouse and program such as moving pallets, stocking shelves and receiving early-morning deliveries as well as take on a range of responsibilities to meet weekly delivery requirements and ensure an efficient, clean and safe environment for volunteers and staff.

Duties/Responsibilities:

- Responsible for making sure food pallets are available to volunteers.
- Utilizes pallet jack and lift to move pallets of food.
- Stacks pallets of packed bags at the back of the warehouse.
- Handles intake of deliveries.
- Refills empty milkcrate pallets.
- Often opens the building and prepares for the day.
- Works alongside over 100 weekly volunteers to ensure daily duties and fulfilled safety, quickly and accurately.
- Conducts basic janitorial such as sweeping and mopping and custodial on Fridays.
- Supports Thursday morning's delivery of over 3,300 weekend hunger bags.
- Occasionally drives food to schools.
- Ability to wear multiple hats and be flexible.
- Perform additional duties as necessary.

Required Skills/Abilities:

- Strong analytical and spatial awareness.
- Desire to move and lift heavy items on a daily basis.
- Excellent interpersonal skills.
- Excellent time management skills.
- Ability to make quick decisions..
- Ability to prioritize tasks and delegate them when appropriate.

Education and Experience:

- High school diploma or equivalent
- College degree preferred but not required.



Qualifications and Skills

- At least a year of related experience is preferred.
- Forklift certification would be excellent but not required
- A Washington State driver's license is heavily preferred.

Physical Requirements:

- Prolonged periods of standing, lifting and manual labor.
- Must be able to lift up to 50 pounds at times.
- Stand, walk, push, pull, squat, bend, and reach during shifts.
- Use carts, dollies, hand trucks, and other gear to move items around.

Salary and Benefits

- \$18.00 per hour
- At this time, we can not provide any benefits, but offer a generous time-off package aligned with King County school district's schedules.