Job Title: Warehouse Associate  
Reports to: Program and Operations Manager  
Effective Date: August 21st, 2023.  
Job Type: Part Time, 20 hours/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.