



**Job Title:** Warehouse Associate  
**Effective Date:** T.B.D.

**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 provide crucial support to the day-to-day operations of the warehouse and 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:**

- Conducts daily inventory reports to P/O Manager.
- Handles intake of deliveries.
- Files and inputs shipping invoices.
- Supports daily flow of the warehouse.
- Works alongside over 100 weekly volunteers to ensure daily duties and fulfilled safety, quickly and accurately.
- Conducts basic janitorial and custodial.
- Supports Thursday morning's delivery of over 3,300 weekend hunger bags.
- Occasionally drives food to schools.
- Utilizes pallet jack and lift to move pallets of food.
- Ability to wear multiple hats and be flexible.
- Perform additional duties as necessary.

### **Required Skills/Abilities:**

- Strong analytical and spatial awareness.
- Excellent interpersonal skills
- Ability to lift heavy items on a daily basis.
- Excellent time management skills with a proven ability to make quick deadlines.
- 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.