



## **Arlington Food Assistance Center Warehouse Associate**

### **Arlington Food Assistance Center Mission:**

The mission of the Arlington Food Assistance Center (AFAC) is to provide supplemental groceries to needy individuals and families who reside in Arlington County. Clients are referred to AFAC by the Arlington County Department of Human Services, local social service agencies, churches and schools. As a nonprofit organization, AFAC relies heavily on volunteers to help us distribute our groceries to over 3,700 families who come to AFAC for food each week, and we rely on generous gifts of food and funds from our donors to meet the growing demand for our services.

### **Position Summary:**

The Warehouse Associate reports to the Assistant Director of Operations, who is responsible for the overall efficiency of the warehouse. Duties include all activities related to the receipt, storage, and rotation of incoming and outgoing purchased and donated food. The Warehouse Associate is expected to follow directions and perform all tasks with accuracy and in a timely manner. Daily duties will vary, including safely handling heavy equipment such as a forklift and electric pallet jacks. Other responsibilities include the safe handling of perishable and nonperishable food items, care and cleaning of walk-in coolers and freezers as well as ensuring the proper sanitation of food handling and storage areas.

AFAC expects a high degree of professionalism from its entire staff. Since most of AFAC's activities are conducted using volunteers, the Warehouse Associate will be called on to direct volunteers in various tasks that need to be performed. Accordingly, good grooming and

professional appearance standards are important. The Warehouse Associate will be expected to exhibit a respectful demeanor in all aspects of his or her work and possess excellent interpersonal and verbal communication skills while serving as an AFAC ambassador to clients, volunteers, community partners, and donors. The Warehouse Associate is expected to hold health and safety as an utmost concern and comply with all equipment requirements, regulations, and laws governing safe food handling.

## **Principle Duties:**

- Loading and unloading of vehicles and movement of food supplies throughout the warehouse and in/from/between our off-site storage facilities.
- Receive donations/deliveries and follow all procedures for the proper and accurate documentation of both.
- Ability to use checklists and inventory food items and supplies.
- Maintaining proper storage of all food items, utilizing the first in, first out (FIFO) status to maximize shelf life and ensure freshness.
- Properly clean and sanitize all food handling and storage areas.
- Promptly and accurately preparing off-site orders according to the daily delivery schedule.
- Supervising volunteers and providing precise direction and support on all tasks.
- Maintaining all AFAC spaces in a clean and orderly state to ensure safe and easy access.
- Operating all warehouse equipment in a safe and careful manner.
- Promptly report any problems in the facilities' structure, doors, and walk and driveways.
- Promptly report any problems with equipment, coolers, freezers, or vehicles.
- Restocking shelves and assisting with client distributions as needed and
- Fulfill all other duties as assigned by the Assistant Director of Operations and Director of Operations.

## **Minimum Requirements, Qualifications, & Experience**

- Previous warehouse experience, food handling, and food storage experience is a bonus.
- A demonstrated ability to safely and efficiently operate warehouse equipment.
- Ability to lift 60 pounds on a regular daily basis.
- Ability to work accurately and exhibit great attention to detail in a fast-paced environment.
- Ability to exercise flexibility, initiative, good judgment, and discretion.
- Ability to work well with others.
- Working knowledge of computers and other office equipment.
- Strong verbal communication, interpersonal, and customer service skills.
- Ability to manage time and energy efficiently to complete tasks accurately and promptly.
- Ability to work independently and with minimal supervision.
- Understanding of the principles and values shared in a community-based nonprofit.

- Working flexible hours
- High school diploma, GED, or equivalent experience
- Must possess a valid driver's license.

### **Working Conditions**

- Persons in this position may be subject to temperature, weather, and outside environment extremes, short notice for assignment of a trip, tight delivery schedules, delays in route, and stresses and fatigue related to driving a commercial vehicle on crowded streets and highways in all kinds of weather.
- Warehouse environment and travel to pickup and delivery sites throughout the food pantry service area.
- Will be required to enter and exit coolers and freezers with temperatures ranging from -10 degrees Fahrenheit to 42 degrees Fahrenheit.

The position is full-time (40 hours a week) and is not exempt from the overtime provisions of the Fair Labor Standards Act. The position includes ten paid holidays, paid annual and sick leave as outlined in the AFAC Employee Handbook, health benefits, and a 401K plan.

To apply, please submit a cover letter and resume to Vicky Bandalo, Director of Operations, at [Vicky.Bandalo@afac.org](mailto:Vicky.Bandalo@afac.org). The Arlington Food Assistance Center is an equal-opportunity employer. For more information, please call 703-845-8486 or visit us at [www.afac.org](http://www.afac.org)