



Arlington Food Assistance Center Warehouse Assistant

Arlington Food Assistance Center Mission:

The mission of the Arlington Food Assistance Center (AFAC) is to feed our neighbors in need by providing dignified access to nutritious supplemental groceries. 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 2,400 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 Assistant reports to the Warehouse Manager who is responsible for the overall efficiency of the warehouse, including all activities related to the receipt, storage and rotation of incoming and outgoing purchased and donated food. Along with the manager, other warehouse assistants, and our volunteers, the Warehouse Assistant will assist with daily distributions at Nelson Street and, along with the driving staff, assist in all aspects of food delivery to our 18 offsite locations. The Warehouse Assistant is expected to follow direction and perform all tasks with complete accuracy and in a timely manner. Daily duties will vary and include whatever maybe assigned by the Warehouse Manager and Director of Operations.

AFAC expects a high degree of professionalism from its entire staff including the Warehouse Assistant. Since most of AFAC's activities are conducted using volunteers, the Warehouse Assistant will be called on to direct volunteers in various tasks that need to be performed. Accordingly, the Warehouse Assistant 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 Assistant is expected to hold health and safety as an utmost concern and comply with all equipment requirements, regulations, and laws governing food handling.

Principle Duties:

- Loading and unloading of vehicles, movement of food supplies throughout the warehouse and in/from/between our off-site storage facilities.
- Receiving donations/deliveries and following all procedures for the proper and accurate documentation of both.
- Maintaining proper storage of all food items, utilizing First In, First Out (FIFO) status to maximize shelf life and ensure freshness.
- Promptly and accurately preparing off-site orders according to the daily delivery schedule.
- Supervising warehouse 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 drive ways.
- Restocking shelves and assisting with client distributions as needed, and
- Fulfill all other duties as assigned by the Warehouse Manager and Director of Operations.

Position Requirements:

- Previous warehouse experience.
- A demonstrated ability to safely and efficiently operate warehouse equipment.
- Ability to lift 50-100 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.

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 nine 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 careers@afac.org. The Arlington Food Assistance Center is an equal opportunity employer. For more information, visit us at www.afac.org.