



We believe hunger is unacceptable.

WAREHOUSE AND INVENTORY SPECIALIST

<u>Location</u>	Bellingham Food Bank
<u>Hours & Benefits</u>	Full-time, non-exempt position; benefits including health, dental, and vision insurance, retirement plan contributions, and PTO/holiday pay.
<u>Starting Wage</u>	\$30-33, depending on experience/qualifications

Job Summary

This position is responsible for supporting all aspects of Bellingham Food Bank's warehouse, focusing on accurate receipt, storage, and distribution of food and other products as a key member of BFB's 4-person Warehouse team.

Duties

- Safely receive semi-truckloads of food, accurately counting and entering product into Warehouse Management System (WMS) via handheld computer.
- Track the movement of food through different storage areas using handheld barcode scanner and applying FIFO.
- Maintain, perform regular inventory sync, and process orders on ecommerce store
- Pick and build food orders for customers: partner food pantries and community organizations.
- Prepare customer orders for pickup prior to their scheduled appointment, load into box trucks
- Keep the pantry operations team stocked with cold, frozen, and non-perishable foods.
- Pick, stage and support volunteer staffed prepacked food box kitting production of 1200/week
- Keep warehouses clean and organized.
- Perform regular inventory audits.
- Other duties as assigned

Skills Required

- Experience with integrated WMS, Enterprise Resource Planning (ERP) systems, and ecommerce platforms (or similar complex systems)
- Familiarity with receiving, picking, and auditing inventory using WMS software and hardware
- Ability to load and off load semi-trucks, box trucks and cargo vans using forklift (certification within 1 month) and power pallet jacks.
- Ability to pick customer orders and prepare to ship such that goods are transported safely
- Proficiency driving, loading, and unloading tall fleet vehicles in urban settings (e.g. parking in tight spots and observing low hanging obstacles). No CDL required.
- Ability to work with people from diverse backgrounds, abilities, and points of view.
- Drive to dig into root causes, work methodically through complex problems, and complete tasks with minimal supervision.
- Skilled at solving problems collaboratively and strategically, with clear, succinct communication.

Supervision Received & Work Environment

Reports to and is supervised by Warehouse Manager. Fast paced distribution center and warehouse which may require employee to walk, stand, lift, and balance, regularly lift 50 pounds, drive fleet vehicles, and operate warehouse equipment.

To Apply: Full job description is available on our website, bellinghamfoodbank.org. Send one-page cover letter and resume including 3 references to info@bellinghamfoodbank.org, subject "Warehouse & Inventory Specialist" by Friday, September 18th, 2026. No phone calls, please.

ABOUT BELLINGHAM FOOD BANK

Bellingham Food Bank is Whatcom County's largest hunger relief organization. We are a 501(c)(3) nonprofit organization. We provide free groceries in a dignified setting to 1 in 5 Whatcom County households annually.

VISION

We at Bellingham Food Bank envision a community with a thriving food system where everyone has equitable access to the food they need and want.

MISSION

We reduce hunger by:

- creating access to high quality, desirable food and other essentials.
- building a responsive regional hunger relief network.
- disrupting racism, because of its historical and structural connection to hunger and poverty.

VALUES

Quality & Choice: We offer a variety of high-quality, culturally relevant foods and other essentials. We strive to create a welcoming, respectful, and dignified experience.

Justice & Equity: We believe hunger, poverty, and systemic racism are inextricably linked. Food justice is social justice.

Inclusion & Access: We actively work to remove barriers to food and essentials and to offer what is familiar and valued by our diverse community.

Responsiveness & Innovation: We are adaptive and curious. We listen, experiment, learn, and adjust as we seek ways to deepen our impact on both immediate needs and the root causes of hunger.

ABOUT THE POSITION

This position is a physically active role which entails working in a highly collaborative and dynamic environment. A person in this role interacts with volunteers, staff, and food bank recipients and works within all BFB programs to provide free food to Whatcom family households.

ABOUT YOU

Bellingham Food Bank values staff who can bring deep empathy, compassion, and creativity to their work. We seek individuals who understand that food is a fundamental human right and who want to join us as we provide food to our community and work to undo the systems that have led to the need for food banks. We also believe that humor, levity, and camaraderie are crucial to the work that we do!

There is no required level of education or work experience specified because we believe that applicable experience can be gained from many unexpected places, and because we believe that there are many lived experiences that are at least as relevant to this work as a university degree or employment history.

We strongly support equal employment opportunity for all staff members, as articulated by federal, state, and local laws. Alternatives to Hunger actively seeks to recruit individuals without regard to race, creed, color, gender, sexual orientation, disability, marital status, veteran status, national origin, or age. Particularly, Alternatives to Hunger and all its staff members will comply with the AMERICANS WITH DISABILITIES ACT (ADA) OF 1990, PUBLIC LAW 101-336, also referred to as the "ADA" 28 CFR Part 35, which provides comprehensive civil rights protection to individuals with disabilities in the areas of employment, public accommodations, state and local government services, and telecommunications. Our equal employment opportunity philosophy applies to all aspects of employment, including recruitment, training, promotion, transfer, job benefits, pay and dismissal.