



*We believe hunger is unacceptable.*

## **POSITION AVAILABLE: WAREHOUSE SPECIALIST**

### JOIN OUR TEAM

Bellingham Food Bank is searching for a new member of our team for a full time position.

### 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 Bellingham households annually. Bellingham Food Bank is committed to becoming an anti-racist organization.

### ABOUT OUR STAFF

We are a small but mighty group of independent people who are passionate about improving the lives of our community members. We believe diversity of perspectives and open communication lead to the best outcomes and a happy workplace. Our work and environment can be challenging, so we promote the use of our generous vacation time regularly. We are always working on being better stewards of an equitable society.

### ABOUT THE POSITION

This position is responsible for supporting all aspects of Bellingham Food Bank's warehouse focusing on efficient receipt, storage, and distribution of food and other products and is a key member of the food bank's four person warehouse team.

### ABOUT YOU

The best candidate will be certified to use forklift, power jack, and manual jack, will be proficient driving, loading, and unloading a box truck in urban settings (e.g. parking in tight spots and observing low hanging obstacles and have strong organizational skills to track data and activities. They will be passionate about helping members of our community and will believe that hunger is unacceptable.

Bellingham Food Bank's staff is all fully vaccinated against COVID-19, and we will expect our Warehouse Specialist to be fully vaccinated as well. Fully vaccinated means a person has received all recommended doses in their primary series of COVID-19 vaccine.

### TO APPLY

Full job description available on our website, [bellinghamfoodbank.org](http://bellinghamfoodbank.org).

Send one-page cover letter and resume including 3 references to [info@bellinghamfoodbank.org](mailto:info@bellinghamfoodbank.org), subject "Warehouse Specialist."

Priority will be given to applications received by 5pm on Monday, June 27. This position will remain open until filled with a preferred start date of July 11. Please no calls or drop-ins.



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## **SMALL POTATOES GLEANING PROJECT COORDINATOR**

Location

Bellingham Food Bank and Whatcom County

Hours & Benefits

\$22-25 hourly. Full Time, Exempt position, Medical, Dental, Vision & Retirement plan

### ***Job Summary***

This position is responsible for supporting all aspects of Bellingham Food Bank's warehouse focusing on efficient receipt, storage, and distribution of food and other products. A key member of the food bank's four person warehouse team.

### ***Duties***

- Receive semi-truckloads of food from Food Lifeline, Northwest Harvest, TEFAP, and other significant food suppliers.
- Safely and quickly unload food from vendors' semi-truck.
- Regularly pick and build food orders from partner food pantries, matching partners' orders with bills of lading we have received from food vendors.
- Schedule and load food pantry partners' vehicles with food orders.
- Support Bellingham Food Bank's food pantry keeping operations team stocked with cold, frozen, and non-perishable foods.
- Support operations team's box packing efforts by helping set up and break down equipment.
- Work closely with donating public to receive their food donations.
- Support warehouse team keeping warehouses clean and organized.
- Regularly pick up donations in the community from grocers
- Assist in delivery of food to satellite programs.
- Assist in taking and tracking of all inventoried food.

### ***Skills Required***

- Certified to use forklift, power jack, and manual jack.
- Ability to load and off load semi-trucks and food bank partner vehicles.
- Ability to stack orders for TEFAP, Food Lifeline, and Northwest Harvest.
- Proficiency driving, loading, and unloading a box truck in urban settings (e.g. parking in tight spots and observing low hanging obstacles).
- Ability to continuously rotate food as it arrives so oldest is first distributed.
- Strong organizational skills to track data and activities.
- Microsoft fluency (Word, Excel, etc.)
- Ability to work with people from diverse backgrounds, abilities, and points of view.
- Strategic problem solver and collaborative team player.

### ***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.

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.