



Job Title: Warehouse Associate

Pay: \$18-\$21 per hour *depending on experience*

Classification: Hourly, 35-40 hours per week

Overview: As a Warehouse Associate, you will play a crucial role in the smooth and efficient operation of our warehouse facility, supporting our mission to combat food insecurity in our community. You will be responsible for a variety of tasks, including order fulfillment, delivery coordination, warehouse maintenance, and assisting with day-to-day operations under the guidance of the Warehouse Coordinator.

Location: The position is based out of the Glenwood Warehouse with the expectation of driving in a company vehicle from Parachute to Aspen roughly 50% of the time.

Responsibilities:

1. Delivery Coordination:

- Deliver orders to various locations, including pantries, grocery rescue sites, mobile drive-throughs, and distribution centers.
- Ensure timely and accurate delivery of goods while adhering to established schedules and safety protocols.
- Deliver 72-hour bags to designated locations as needed.
- Deliver Senior Boxes as needed.

2. Warehouse Safety and Maintenance:

- Maintain a safe and clean working environment in the warehouse by adhering to safety protocols and procedures.
- Conduct regular inspections of equipment and facilities to identify and address any safety hazards or maintenance issues.
- Operate forklift equipment safely and efficiently (training provided).

3. Order Fulfillment:

- Assist in picking and packing orders for delivery, ensuring accuracy and completeness.
- Prepare orders for shipment and load/unload delivery vehicles as required.

4. **Collaboration and Communication:**

- Work collaboratively with warehouse staff, volunteers, and vendors to fulfill orders and maintain efficient warehouse operations.
- Communicate effectively with team members and supervisors to coordinate deliveries and address any issues or concerns.

5. **Inventory Management:**

- Assist in maintaining accurate inventory records, including receiving, storing, and organizing incoming goods.
- Conduct regular inventory counts and assist in reconciling discrepancies as needed.

6. **Assistance to Warehouse Coordinator:**

- Support the Warehouse Coordinator in day-to-day operations, including administrative tasks, scheduling, and coordination of activities.
- Provide input and feedback to improve warehouse processes and procedures.

Qualifications:

- *Valid driver's license and clean driving record required.*
- Must be at least 21 years old.
- Must be comfortable driving a box truck (no CDL required).
- Ability to lift and carry objects weighing up to 50 pounds.
- Previous experience in warehouse or logistics operations preferred.
- Forklift operation experience is a plus (training will be provided).
- Strong attention to detail and organizational skills.
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team in a fast-paced environment.

Note: This job description is intended to convey information essential to understanding the scope of the position and is not exhaustive. Duties may be added, deleted, or modified at any time at the discretion of management.