



August 19, 2020

JOB ANNOUNCEMENT

FULL-TIME FOOD PROGRAM WAREHOUSE SPECIALIST

Okanogan County Community Action Council is seeking a Full-time Food Program Warehouse Specialist. This position will involve working with the Agency's food programs and the County's food bank systems. The successful candidate will work with the Food Program Support Specialist and/or the Food Programs Leader in the implementation of food program activities. In addition, the candidate will need strong communication skills and the ability to problem solve. This position requires some work in a cold storage environment.

MINIMUM QUALIFICATIONS:

Experience in purchasing, scheduling, storage and distribution of food commodities; maintenance of warehouse facilities; ability to drive a forklift; experience pulling a trailer desired, basic computer skills; highly organized; strong communication and interpersonal skills; demonstrated understanding of low-income culture; ability to work on a team and with volunteers; ability to lift and/or move objects at waist-high up to 100 pounds and often lift and/or move objects up to 50 pounds above head; Bilingual (English/Spanish) desired; valid Washington State driver's license; acceptable driving record; and valid Food Handler's Permit or ability to receive one.

SALARY RANGE: \$13.50 – \$20.54 per hour, Dependent upon Experience

CLOSING DATE: 3:00 pm, on Thursday, September 3, 2020; or until filled.

HOW TO APPLY: visit www.occac.com to view the job opening. Click the "About Us" tab at the top of the page. Then select the Employment link.

APPLY BY OCCAC APPLICATION, COVER LETTER AND RESUME TO:

Okanogan County Community Action Council
ATTN: Connie
P.O. Box 1067
Okanogan, WA 98840
connien@occac.com

(509) 422-4041
1-877-641-0101
FAX (509) 826-7339

EEOC/AA Employer

JOB DESCRIPTION

FOOD PROGRAM WAREHOUSE SPECIALIST

NON-EXEMPT

The Food Program Warehouse Specialist staff will be a member of the Food & Nutrition Team. This position will perform routine tasks as needed to assure the efficient operation of all warehouse activities. The Food Program Warehouse Specialist will assist in the Agency's food programs and County food bank system to include scheduling, storage, and distribution of food commodities. This position will provide clerical and other support as assigned for the food bank programs and work with the Food Program Support Specialist in the implementation of food program activities.

The Food Program Warehouse Specialist is supervised by and accountable to the Nutrition Programs Leader (or the Programs Director in the absence of the Nutrition Programs Leader).

DUTIES AND RESPONSIBILITIES

- Schedule and coordinate donations, deliveries and warehousing activities including loading and unloading of food, supplies and equipment.
- Organize and maintain the warehouse facilities in a safe and clean condition.
- Work with Food Bank volunteers and agency staff to assure efficient and safe use of warehousing facilities.
- Communicate with Food Bank volunteers and agency staff to facilitate food purchases and distribution.
- Facilitate increased communication, donations and volunteer efforts between all food related programs.
- Coordinate and maintain inventory, records of distribution and prepare timely required reports for the food programs, as needed.
- Coordinate and contribute to the gleaning program including securing and coordination of volunteers.
- Record, track and balance county wide Food Bank donations received with financial reports on a monthly basis, as needed.
- Assist in planning, coordination, and participate in meetings pertaining to food programs.
- Assist Nutrition Programs Leader with gathering information and completing forms needed to submit for new contracts, contract renewal, and contract closing.
- Acquire a Food Handler's Permit from the Health District.
- Acquire CPR & First Aid certifications within 120 days of employment.
- Willingness to expand knowledge base & participate in trainings
- Must be able to work weekends and evenings when assigned.
- Other duties as assigned.

QUALIFICATIONS

- Ability to work on a team
- Good communication skills
- Basic computer skills (Word, Excel, etc.)
- Flexible working schedule
- Experience in coordinating purchase services
- Pulling a trailer & Forklift experience desired
- Ability to work with staff & volunteers
- Willingness and ability to travel on Agency business
- Valid Washington Auto Insurance coverage
- Valid Washington State driver's license with acceptable driving record

PHYSICAL DEMANDS ON THE JOB

While performing the duties of this job, the employee is constantly required to sit, talk, see, and hear. The employee is constantly required to stand, walk, or use hands to finger, handle, or feel objects, tools, standard keyboards and office equipment or controls and reach with hands and arms. The employee will often need to lift and/or move objects at waist-high up to 100 pounds and often lift and/or move objects up to 50 pounds above their head. Noises in the work environment are usually moderate. Employees in this position often work in a cold storage environment and take on other labor tasks as assigned.