



## POSITION ANNOUNCEMENT

**Title:** Warehouse Specialist I

**Job Location:** 424 S. 2<sup>nd</sup>. Ave.  
Okanogan, WA 98840

**Description:** Okanogan County Community Action Council is seeking a motivated individual to fill our Warehouse Specialist I position.

The Warehouse Specialist I will be a member of the Nutrition Program Team. This position will perform routine tasks as needed to assure the efficient operation of all warehouse and distribution center activities. The Warehouse Specialist I will assist in the Agency's food programs and County food bank system to include coordination, storage, and distribution of food commodities. This position will provide warehouse support and other support as assigned by their manager and work with the Warehouse Specialist II in the implementation of food program activities.

OCCAC is a local non-profit agency comprised of a volunteer board and paid staff members who help clients throughout Okanogan County with various social service needs. Okanogan County Community Action Council's mission is to lead a revolt on poverty through education, empowerment, and engagement.

**Wages and Benefits:** This position is paid \$19.00 to \$21.33 per hour as a non-exempt employee. Wage is based on skills and experience. Employees are eligible for the agency benefits package which includes medical, dental, vision, Life/AD&D insurance, a simple IRA plan, Health Savings Account, 11 paid holidays per year, and vacation/sick leave.

**How to Apply:** Visit our website at [www.occac.com](http://www.occac.com) to view the job opening. Click the "About Us" tab at the top of the page. Then select the "Employment" link. **Interested applicants must submit an OCCAC job application, cover letter & resume to:** Okanogan County Community Action Council, Attn: HR, P.O. Box 1067, Okanogan, WA 98840, [hr@occac.com](mailto:hr@occac.com).

**Application Deadline:** This position is open until filled, first review Friday, April 19, 2024.

*Okanogan County Community Action Council is an equal opportunity employer.*

Position title	Department	Reports to
Warehouse Specialist I	Nutrition	Nutrition Program Manager
Employment status	FLSA status	Effective date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time. (40 hours per week)	<input checked="" type="checkbox"/> Nonexempt <input type="checkbox"/> Exempt	04/10/2024

## Position Summary

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## Essential Duties and Responsibilities

The essential functions include, but are not limited to the following:

### Duties & Responsibilities

- Apply practical, logical thinking and exercise good judgment in decision-making.
- Perform routine warehousing activities including palletizing, loading and unloading of food product, supplies, and equipment.
- Follow schedule for deliveries and pickups including all 9 food pantries in Okanogan County.
- Organize and maintain the warehouse facilities in a safe and clean condition, including agency vehicles, fridges and freezers and forklifts.
- Coordinate inventory, provide supervisor with records of distribution and donations in a timely manner.
- Assist in planning, coordination, and participate in meetings pertaining to food programs.
- Take initiative and demonstrate a proactive approach to tasks and projects.
- Work independently to complete assigned duties efficiently and effectively.
- Collaborate with team members to achieve common goals and objectives.
- Maintain a high level of self-motivation and enthusiasm for the work.
- Consistently demonstrate reliability and dependability in fulfilling job responsibilities.
- Uphold a high standard of trustworthiness and integrity in all interactions and tasks.
- Exhibit a pleasant and approachable demeanor, fostering a positive work environment.
- Acquire a Food handler's permit from the Health District.
- Acquire CPR & First Aid and Forklift certifications within 120 days of employment.
- Attend OSHA regulated safety certification classes.
- Must be able to work evenings and weekends when assigned.
- Valid Washington State driver's license with acceptable driving record.
- Valid Washington Auto Insurance coverage.
- Other duties as assigned.

## Minimum Qualifications (Knowledge, Skills, and Abilities)

- Experience: One year in related field.
- Education: Highschool Diploma/GED.
- Preferred knowledge: Forklift experience.

**Skills:**

Proficiency in Microsoft Word, Excel, and Outlook, etc.

Excellent time management.

Self-motivated, dependable, trustworthy, and possesses excellent interpersonal skills.

Friendly, helpful, positive attitude

Provide outstanding customer service.

**Abilities:**

Able to excel in both independent and collaborative work settings.

Ability to work well both independently, with volunteers, and as part of a team.

Willingness and ability to travel on Agency business.

Able to communicate effectively, verbally, and in writing.

Ability to handle sensitive, confidential information.

**Physical Demands and Work Environment**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform the functions.

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, standard keyboards and office equipment or controls and reach with hands and arms. The employee is constantly required to climb ramps/stairs, crouching, foot/leg control, gross manipulation (seizing, holding, grasping, turning). The employee will often need to lift and/or move objects at waist-high up to 50 pounds and often lift and/or move objects up to 30 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.

**Note**

This job description in no way states or implies that these are the only duties to be performed by the employee(s) of this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities.

To perform this job successfully, the employee(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an at-will relationship.