

OlyCAP has a great opportunity for a full-time Warehouse Associate. You'll be working with other warehouse team members, subcontractors, state and local agencies, tribal organizations, and OlyCAP management to ensure the proper ordering, receiving, inventory, allocation, and delivery of food to local food pantries and other distribution sites within Jefferson and Clallam counties. Experience working in a warehouse environment preferred but will train the right candidate with a strong work ethic, great attitude, and willingness to learn!

You might be a great fit for the Warehouse Associate if you have . . .

- A high school diploma or GED.
- At least one year of warehouse, and/or shipping/receiving experience.
- A willingness to learn, take direction, and pay attention to details.
- The ability to lift up to 50 lbs. without assistance and using proper safety measures.
- Great communication skills and a positive attitude.
- Valid Washington state driver license with good driving record.
- Current forklift/pallet jack certification or ability to obtain within 30 days.

Responsibilities will entail . . .

Unloading and sorting full pallets of food product from delivery trucks into the warehouse, using pallet jacks or forklift, and placing them in designated warehouse space.

Loading delivery trucks according to route sequence, selecting designated packages or pallets of products from the warehouse and safely loading them into OlyCAP or other delivery trucks with pallet jacks or forklifts.

Working with racking systems and loading/unloading pallets (pulling and placing pallets on/off vertical product racking systems to maximize storage space).

Building boxes with correct product for future deliveries to accurately track inventory.

Verifies proper storage conditions of products and quickly resolves any inventory issues which may arise such as expired product, breakage, and out-of-stocks items.

Works closely with other staff within Jefferson and Clallam counties, ensuring products are on-time and fresh upon delivery.

Accurately and consistently performing physical inventory count. Ensuring inventory is current at all times, correcting inaccuracies and reporting regular monthly totals.

Distribution of product throughout Jefferson and Clallam counties, delivering food to drop sites, obtaining proper signatures, and providing exceptional client service. Previous experience driving oversized vehicles up to 26' in length desired.

Completing all records accurately and on time using Microsoft Excel and Word.

Keeping vehicles and associated equipment in proper working order; maintaining monthly maintenance schedule and keeping track of maintenance records.

In addition . . .

Position may be required to work across a wide variety of weather conditions. Prefer flexibility as shift day or duration may vary on occasion.

Requires constant standing, walking, bending, twisting, squatting reaching and grasping.

Requires regular and reliable attendance.

Must be able to interact and communicate well with management and fellow employees in a cooperative, constructive manner.

Must maintain a clean and safe work environment at all times.

Proficient computer skills are required, including Microsoft Word and Excel.

A good moral character and strong work ethic is necessary.

Requires excellent time management and organizational skills.

Other duties may be assigned at any given time.