

BackPack Beginnings (BPB), a local non-profit that delivers child-centric services to feed, comfort and clothe children in need, is seeking **Warehouse Assistant** for a minimum of 20 hours a week (with the option of additional hours/responsibilities if desired). This position provides direct support to warehouse staff in assisting with the collection, sorting, storage and delivery of donated and purchased goods as well as ensuring the warehouse is a clean and safe work environment for staff, volunteers and clients. Responsibilities include, but are not limited to, the following:

ESSENTIAL FUNCTIONS:

- Support the Program Director, Administrative Assistant and other staff to implement efficient and effective standard operating procedures for sorting, inventorying, packing and distribution.
- Manage stock rotation, processing, and distribution through an inventory management process.
- Assist with receiving, retrieving and documenting inventory.
- Perform scheduled pick-ups and deliveries of inventory.
- Ensure orders are secure for transport to partners.
- Safely load and unload inventory, at times with volunteer and staff help. Supervise the handling of hand operated equipment to move and store items. Operate all vehicles and equipment (Box Trucks, Fork Lifts, Pallet Jacks, etc) for movement of inventory and implementation of safety protocols and procedures related to all warehouse operations.
- Assist warehouse staff with volunteers, including prep and clean-up, as needed.
- Aid with setup, management and cleanup of on-site and off-site events.
- Assist with special needs presented by clients, donors, and partners (e.g., emergency orders, conflicts, warehouse tours, etc.), as needed.
- Assist in the overall maintenance of the warehouse, equipment and vehicles.
- Support and maintain warehouse security systems.
- Maintain refrigerator and freezers ensuring routine up-keep so they are running efficiently, clean and storing food items properly.
- Follow all food safety, food handling and sanitation guidelines and regulations.
- Attend staff meetings/trainings and other meetings/events as needed.
- Represent the organization as required by the Executive Director.

QUALIFICATIONS:

- Minimum education requirements: high school diploma or equivalent degree
- Two or more years of warehouse/distribution experience preferred.
- Strong inventory tracking, quality control and organizational skills.
- Forklift certification or willingness to be trained to operate forklift.
- Valid North Carolina driver's license with an excellent driving record. Experience driving a box truck preferred.
- Ability to perform physical demands of the job including lifting up to 50 pounds repetitiously.
- Ability to work independently, with minimal supervision and manage own time effectively
- Proficiency in basic computer operations. (Microsoft Office Suite/Google Drive/Docs)
- High energy, positive, "can-do" attitude, flexibility, teamwork, and attention to detail; high degree of initiative and an ability to manage multiple tasks and projects at a time.

- Possesses strong interpersonal skills
- Ability to work with sensitivity and without discrimination towards peoples of diverse cultures, races/ethnicity, socio-economic positions, ages, religions, genders, physical/mental challenges/disabilities, and sexual orientations.
- A passion for the mission of Backpack Beginnings is essential.

This job description may not be all inclusive and employees are expected to perform all other duties as assigned and directed by management. Job descriptions and duties will be reviewed annually and may be modified when deemed appropriate by the Executive Director.

Compensation based on experience. Please send a cover letter and resume to parker@backpackbeginnings.org. The position is open until filled.