

Assistant Warehouse Manager

40 hours per week

Reports to: Warehouse Manager

Available September 7, 2017

Please email resume to tluna@mvgfb.org. No Phone Calls Please.

The Merrimack Valley Food Bank is an independent, non-profit organization with a mission to provide adequate nutrition and freedom from hunger. The MVFB currently serves feeding programs in over 50 cities and towns in Massachusetts and southern New Hampshire.

MVFB is looking for an **Assistant Warehouse Manager** to join our Team. Must be organized, friendly, courteous, and dependable and possess leadership skills.

Under the direction of our Warehouse Manager your responsibilities will include but not be limited to:

- Managing our Community Market and Food Rescue programs
- Coordinating the delivery of food to Lowell Public Schools through our Operation Nourish children' feeding program
- Transporting food donations in a box truck with air brakes
- Ordering food from our vendors
- Safely Receive, distribute and rotate food inventory in our warehouse
- Interact with our member agencies, volunteers, and visitors to the food bank
- Maintain a clean and safe working environment
- Assist Warehouse Manager with monthly inventory
- Ability to take the initiative and make positive suggestions to improve warehouse processes
- Works well with other team members

Requirements

- Valid driver's license and excellent driving record
- Must pass DOT physical exam, drug and alcohol test
- Able to lift 50lbs and stand for 30 minutes at a time
- Access to reliable transportation to and from work
- Electric fork truck and pallet jack experience is a plus
- Basic knowledge of, and some experience in, standard warehousing practices and procedures.
- Basic computer skills including working knowledge of Microsoft Word, Excel, and Email
- Being able to work overtime when asked, sometimes on short notice, and responding to 'mandatory' overtime requirements when needed.