

# Warehouse Associate



Part-time 30 hours per week  
(Monday – Friday with occasional evenings and weekends)

Available immediately - \$18.00 per hour

Please email resume to Tammie Dubois at [tdubois@mvfb.org](mailto:tdubois@mvfb.org)

Merrimack Valley Food Bank is looking for a **Warehouse Associate** to join our team in a fast-paced and busy environment. Candidates must be organized, friendly, courteous, and dependable. Employment is contingent upon passing a DOT physical exam, drug and alcohol test, basic reading and math assessment, and the candidate must have an excellent driving record.

## Position Essential Duties and Responsibilities

- Accurately select and pick orders, hand build mixed product pallets for member agencies
- Transporting food donations in a box truck with air brakes
- Safely Receive, distribute and rotate food inventory in our warehouse using a pallet jack and/or forklift.
- Neat, timely, and accurate completion of all transactions and documentation.
- Maintain a clean and safe working environment, managing trash, washing, sweeping, general cleaning
- Assist with weekly/monthly inventory
- Keen attention to detail, self-motivated, positive attitude, excellent communication skills

## Knowledge and Abilities

- Basic computer skills including working knowledge of Microsoft Word, Excel, and Outlook (email)
- Ability to read, write and communicate in English
- Basic math skills, able to add, subtract, multiply, and divide
- Strong customer service skills and able to work well in a team environment

## Physical Demands

- Experience operating electric pallet jacks and forklifts
- Ability to stand, walk, lift, bend up to 6-8 hours a day
- Loading and unloading trailers of freight
- Lifting inventory throughout the day, weighing 50-100 pounds, with or without assistance

## Requirements

- Must be at least 18 years old
- High school diploma or equivalent
- Valid driver's license and excellent driving record with five years driving experience
- Must pass DOT physical exam, drug and alcohol test
- Access to reliable transportation to and from work
- Experience in standard warehousing practices and procedures.
- Being able to work overtime when asked, sometimes 'mandatory' when needed

**We strive to make the Merrimack Valley Food Bank a great place to work. This position offers paid vacation, sick, and paid holidays**

*The policy and intent of the MVFB is to provide equal employment opportunity for all persons regardless of race, color, religion, national origin, marital status, political affiliation, affectional orientation or gender identity, status regarding to public assistance, disability, sex, or age. The MVFB intends to respond affirmatively in its employment practices. Affirmative action applies to all aspects of employment practices including, but not limited to, recruiting, hiring, placement, promotion, transfer, training, compensation, benefits, layoff, recall, and termination. The MVFB seeks to do business with Agencies and Donors that encourage equal employment opportunity.*