

Warehouse Associate

Full-Time 40 hours per week
(Monday – Friday with occasional evenings and weekends)

Available immediately - \$17.50-20.00 per hour
Please email resume to Tammie Dubois at tdubois@mvfb.org



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 30 cities and towns in Massachusetts and southern New Hampshire.

MVFB 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 candidate must have an excellent driving record

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

- Accurately select and pick orders and hand build mixed product pallets for the feeding programs we serve. Wrapping pallet when complete and staging it for pick-up
- Transporting food donations in a box truck with air brakes
- 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 with monthly inventory count
- Ability to take the initiative and make positive suggestions to improve warehouse processes
- Work well in a team environment

Requirements

- Must be at least 18 years old
- Must be vaccinated for Covid -19 (*1st dose or full dose within 2 weeks of hire date*)
- 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
- Pass a basic reading and math assessment test
- Capable of lifting 50-60 pounds repeatedly during a shift and able to stand for long periods of time
- Access to reliable transportation to and from work
- Electric fork truck and pallet jack experience is a plus
- Experience in, standard warehousing practices and procedures.
- Keen attention to detail, self-motivated, positive attitude, excellent communication skills
- Basic computer skills including working knowledge of Microsoft Word, Excel, and Email
- Being able to work overtime when asked, sometimes on short notice, responding to 'mandatory' overtime requirements when needed and an occasional weekend.

We strive to make the Merrimack Valley Food Bank a great place to work. Eligible employees are offered a variety of benefits including medical insurance, paid holidays, vacation and sick time.

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 with regard 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.