



Job Announcement

Posted: 5/13/2021

Warehouse Specialist

ACCESS is an energetic, diverse, and compassionate team that creates positive change in the community every day. If you are dedicated, hardworking and have a passion for helping others, ACCESS is the place for you!

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| Job Title: | Warehouse Specialist (Non-Exempt) |
| Job Hours: | Full Time (40 Hours) |
| Salary: | \$15.00 to \$17.75 Per Hour DOE |
| Benefits: | Health, Dental, RX, Vision, FSA, Vacation, Sick, Holidays, 403B Plan |

Position Summary

The Warehouse Specialist helps keep the community fed by accepting, storing, and delivering product to Jackson County food pantries.

Position Duties & Responsibilities

- Count and track all incoming inventory within the warehouse, ensuring that accurate information is documented.
- Assist Warehouse Lead in assembling and staging food orders.
- Assist pantries, agencies and other community partners in loading, delivery, and unloading of orders, utilizing the pallet jack and forklift, as necessary.
- Assist with picking up of donated and purchased products, promoting, and maintaining friendly and courteous relationships with donors, vendors, and the public.
- Observe Oregon Food Bank and Health Department Regulations on Food Safety and general warehouse practices.
- Assist with delivery of the CSFP boxes verifying membership and completing signature requirements.
- File paperwork in an accurate and timely manner.
- Act as a backup for food rescue driver.
- Other duties as assigned.

Position Requirements

- Belief in ACCESS' mission to provide food, warmth, and shelter.
- A minimum of 6 months customer service experience.
- Forklift and electric pallet jack experience or ability to obtain certification within 2 months.
- Ability to obtain ServSafe food safety certification within 1 month from date of hire.
- Ability to lift 35 pounds consistently.
- Basic math and writing skills.
- Good communication skills and teamwork demonstration.
- Must be able to multitask in a variety of areas with demonstrated attention to detail.
- Demonstrated ability to work effectively with customers and co-workers, sustain client and intradepartmental confidentiality.
- Valid Oregon driver's license with record that is acceptable under ACCESS' insurance policies.

ACCESS provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, ACCESS complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities.

Apply by Sending Resume To

ACCESS Attn: Human Resources; 3630 Aviation Way, Medford, OR 97504

OR Email hr@accesshelps.org

Visit www.accesshelps.org for more information.

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