Job Announcement
Posted: 10/14/2020

Warehouse Specialist

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Warehouse Specialist (non-exempt)</th>
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<tbody>
<tr>
<td>Job Hours:</td>
<td>Full Time (32 hours per week)</td>
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<tr>
<td>Salary:</td>
<td>$14.46 to $16.11 Per hour DOE</td>
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<td>Benefits Offered:</td>
<td>Health, Dental, RX, Vision, FSA, Vacation, Sick, Holidays, 403B Plan</td>
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Position Summary
The position is responsible for daily warehouse functions of accepting, storing, picking up and delivering product.

Position Duties & Responsibilities
- Count and track all incoming inventory within the warehouse, ensuring that accurate information is documented.
- Assist Lead Warehouse Specialist in assembling and staging food orders.
- Assist pantries and agencies 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 general 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 Fresh Alliance drivers.

Position Requirements
- Belief in ACCESS’ mission to help people help themselves.
- 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.

Apply by Submitting Application, Cover Letter, & Resume To
ACCESS Attn: Human Resources; 3630 Aviation Way, Medford, OR 97504
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OR Email hr@accesshelps.org
Visit www.accesshelps.org for more information