



Warehouse Coordinator (Part time and Temporary)

FLSA Status: Non-Exempt

Work week: 24 hours a week, through Mid October. Hours are Thursday, Friday, Saturday 8 am to 4 pm.

Salary Grade: \$33.65/hour

Reports To: Food Access Manager

Position Summary:

The primary responsibility of the Warehouse Coordinator is to assist the Food Access team with the organization and coordination of warehouse and distribution operations within the Food Banks. This role will guide and monitor the activities of volunteers engaged in receiving, storing, and distributing food, while also helping the warehouse stay organized and clean. The Warehouse Coordinator will work closely with the Food Bank Coordinator and the Assistant Food Access Manager to maintain smooth day to day operations with a focus on sorting and running stacks.

To ensure the highest level of services are provided, additional duties and responsibilities may be assigned as needed.

Essential Duties and Responsibilities:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Lead Sorting each day
- Assist the Food Bank Coordinator with tallying and logging Grocery Rescue donations.
- Assist with keeping an organized and sanitary warehouse; adhere to food safety protocols.
- Assist with organization and rotation of food stock, including dry, cold, and frozen.
- Oversee volunteers and sorting tasks, as needed.
- Help with receiving freight orders on Fridays.
- Picking up donations from grocery and other stores as needed.

Position Requirements:

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Skills and Abilities

Working to make sure our neighbors have food on their tables and a roof over their heads.



- Demonstrated a lived commitment to apply racial, gender, and economic justice lenses in both personal and workplace contexts.
- Able to work independently in a chaotic warehouse environment.
- Able to multitask in a random, busy, and dynamic work environment.
- Demonstrated organizational skills and adherence to deadlines.
- Strong logistical and spatial management skills.
- Strong organization and time management skills.
- Excellent verbal and written communication skills with exceptional attention to details.
- Personal qualities of integrity, credibility, and a commitment to and passion for North Helpline's mission.
- Ability to professionally interact with clients, volunteers, and other personnel in a culturally diverse environment.
- A valid driver's license in reasonably good standing.

Education & Experience

- High School or equivalent combination of education and experience.
- Experience with food safety is preferred.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Able to remain in a stationary position about 50% of the time.
- Able to frequently move about inside the warehouse
- Frequently work inside walk-in coolers and freezers, loading and relocating crates of food up to 50lbs.
- Comfortable using tools such as hand trucks, manual pallet jack, and electric pallet jack
- Frequently moves crates of food, equipment, and other workplace resources up to 50 pounds.
- Occasionally move about the workspace to include occasional positioning of self to maintain equipment, office supplies, tasks, etc.
- Ability to inspect, observe, and assess incoming donations and sort into appropriate categories
- Ability to put away food in appropriate spaces

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Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is exposed to a non-climate controlled environment. The noise level in the work environment varies.

Hiring Process / Timeline

North Helpline understands that hunger and poverty disproportionately affects the most marginalized people in society – including people of color, low-income people, women, and LGBTQAI+ people. We believe that these communities must be centered in the work we do. Therefore, we strongly encourage applications from people with these identities or who are members of other marginalized communities

To apply, please email your resume and cover letter to search@northhelpline.org. with “Warehouse Coordinator” in the subject. We will read your cover letter first; it’s important for us to understand if this is the right fit for you. In your cover letter, please be sure to tell us why you are interested in this job and working at North Helpline.

We will review applications on a rolling basis until the position is filled.