



# Pantry & Warehouse Specialist

Columbia Pacific Food Bank (CPF) is seeking a full-time Pantry and Warehouse specialist to be responsible for the following:

- Provide support to the H.E.L.P. food pantry, warehouse, executive director and assist the development director.
- Administration and management of the H.E.L.P. food pantry supporting the warehouse operations and the executive director with administration and clerical work
- Areas of responsibility include:
  - Food ordering, distribution, inventory, collection, reporting, cleaning, volunteer supervision, manual tasks associated with the acquisition, storage, and distribution of food products including packing orders, unloading deliveries, re-packing food products, operating warehouse equipment, making deliveries and general maintenance and cleanup.
- Supports the Executive Director with general office tasks and data entry.

This position is an exempt, full-time position based at our location in St Helens, Oregon. Hours are generally scheduled Monday-Thursday 8:00am-2:30pm, with extended hours on weekends and Fridays during quarterly fundraising events.

## **About Us:**

Columbia Pacific Food Bank (CPF) is the regional food bank located in St. Helens. We participate in the Oregon Food Bank Network of Regional Food Banks. Our own distribution network includes partner agencies in Vernonia, Scappoose, St. Helens, Rainier and Clatskanie.

Founded in 1998, the Columbia Pacific Food Bank distributes an average of 16 tons of food each week throughout the county via food pantries; community meals; senior centers; and backpack, brown bag, domestic violence and children's programs.

**Our Mission:** To provide access to healthy food and resources

**Our Vision:** To end hunger in Columbia County.

## **What We Do:**

**Food Distribution:** We distribute food throughout the county so that those in need have access to healthy, nutritious, food.

**Nutrition Education:** We provide access to resources such as nutrition education, cooking classes and gardening classes.

**Economic Development:** We support economic development within the county to create family wage jobs as a long-term solution to overcoming food insecurity.

**Advocacy:** We provide advocacy centered on hunger issues.

## **We Accomplish Our Mission By:**

- Soliciting, collecting, preparing, and packaging food for distribution through our network of partner agencies and programs.
- Working to fight hunger's root causes through education, public awareness, and community advocacy.

We serve 1 in 4 individuals in Columbia County through our programs. 31% of our clients are children, 41% are adults, 22% are seniors, and a large percentage of our clients are working families.

## **Our Company Culture:**

As a social-impact and mission-driven organization, our culture is inclusive, diverse and unique in its own way. We are all passionate about our individual set of skills, gifts and talents that collectively come together to support our mission and vision. Our company culture is:

- **Progressive** - We are committed to challenging the status quo of the traditional workforce and business as usual. We are committed to growth, innovation and doing

things differently. We value creativity, the pursuit of knowledge and the sharing of expertise that results in social justice. As resources permit, we seek to provide opportunities for employees to learn and grow personally and professionally. We maintain an environment of creativity and innovation in the pursuit of excellence.

- **Inclusive** - We are deeply committed to investing in diversity and inclusion, and creating an inclusive workplace culture that fosters psychological safety for everyone. We acknowledge that and respect different socioeconomic identities and everyone's lived experiences. Therefore, we value active listening and learning; and greatly appreciate the worth and diversity of all key stakeholders - including our staff, our clients, our donors, our agency partners and our volunteers.
- **Sustainable** - We are committed to being good stewards of our resources, creating new ways to improve our services and effectively utilizing community support that sustains our work. We are also committed to the mental, emotional, physical and psychological well-being of our employees. Therefore we honor rest over hustle culture, and you will get sub-zero brownie points for working on a Sunday.
- **Flexible** - We offer a flexible work environment, and a generous PTO policy because, let's face it - life happens and nothing ever goes according to plan.
- **Casual & Humorous** - Ditch the corporate suit and tie. Put on a trucker hat, jeans and your favorite T-shirt. We take our work seriously and we balance our work with fun - including injecting a lot of humor and real-life talk into our daily team conversations.
- **Collaborative** - We believe in the importance of our mission and that only a united and committed workforce can fulfill that mission. Therefore we embody a spirit of collaboration over competition. Our volunteers, our donors, our staff, our board members and our partner are the lifeforce behind the day to day operations of our organization, we could not do this work without each other. We value and acknowledge the diverse talents, backgrounds, passions, contributions and abilities of our entire community.

## **Job Information:**

### **Qualified Applicants will have:**

- Ability to work effectively with people from diverse backgrounds and understand the needs of low-income families and individuals.
- Ability to work independently and as part of a team.
- Ability to obtain food safety certification.
- Ability to move and lift supplies and equipment weighing up to 50 pounds.
- Ability to read and perform basic mathematical functions

- Ability to manage multiple projects with attention to detail, ability to handle interruptions, and maintain focus on tasks and produce accurate work.
- Ability to use your personal vehicle for CPF B business.
- Certification to operate motorized forklift or willingness and ability to obtain certification
- Ability to pass a criminal background check.
- A valid Driver's License.
- A mission-focused, self-starter personality
- Willingness and ability to travel throughout a multi-county service area.
- Willingness and ability to learn sanitary food storage and handling guidelines and practices.
- Commitment to serving vulnerable populations and ending hunger.

### **Your Skills and Experience Include:**

- Associate's Degree is preferred, but a minimum of two years experience in the field or related area may be substituted.
- 1-3 years of project management experience preferred.
- Minimum one (1) year experience working in a warehouse and/or product distribution center operation as a general warehouse worker and/or driver.
- Experience working with and training volunteers.
- Supervisory experience preferred.
- Experience with inventory, fiscal and recordkeeping systems.
- Proficiency with Quickbooks preferred
- Knowledge of English grammar, spelling and usage.
- Proficiency with Microsoft Window and Office environment (Word, Excel, Access, Outlook) and standard office equipment.
- Good oral and written communication skills.
- Strong interpersonal and conflict resolution skills.
- Strong problem solving skills.
- Safe driving record and current vehicle insurance
- High level of flexibility and the ability to adapt to changing conditions and shifting demands.
- Community food security and local food systems experience preferred, not required.

### **Key Responsibilities:**

#### **Administration:**

- Prepare and submit reports (F/A, USDA, OFB food ordering, agency statements, etc.) as required.
- Build, maintain and expand collaborative partnerships with Oregon Food Bank, our member agencies and external community partners.

- Maintain standard record-keeping of food donations, inventory and distribution.
- Practice good stewardship of agency resources.
- Financial reporting in conjunction with the Executive Director
- Perform other job-related duties as deemed necessary or as assigned.

### **Human Resources:**

- Provide for adequate scheduling, supervision and evaluation of all volunteers.
- Maintain a positive, collaborative and productive work culture amongst all volunteers.
- Establish and manage all aspects of a volunteer program as necessary to support agency operations.
- Ensure all volunteer staff possess and abide by current standard operating procedures, OFB policies and procedures, ServSafe, food recall policy and emergency preparedness plans.
- Conduct volunteer meetings on a regular schedule.

### **Warehouse:**

- Performs a variety of general warehouse duties including packing customer orders, unloading deliveries, repacking of food products, checking freezers and coolers, general maintenance and janitorial duties in warehouse, office, common areas and grounds.
- Assists in unloading and loading product onto/from trucks. Assures accuracy of quantity as well as quality of deliverables. Place products in appropriate storage racks.
- Operates motorized forklift, pallet jacks and other equipment within the warehouse in a safe and efficient manner.
- Operates Food Bank trucks to pick up local donations, as well as deliver orders to member agencies throughout the multi-county service area. This includes logging of Fresh Alliance receipts and Packing Slip signatures.
- Maintains travel logs and other documentation as required.
- Maintains optimal operating level of Food Bank vehicles including oil, gas, fluid levels battery, tires, etc. and reports any problems to the Executive Director.
- Assists Warehouse/Pantry Manager in coordinating weekly, monthly, quarterly and annual inventories.
- Provides training and scheduling of warehouse and driver volunteers.
- Perform other job-related duties as deemed necessary or as assigned.

### **Fundraising:**

- Support Fundraising activities
- Provide clerical support as required
- Back up fundraising as required

## Working Conditions:

Work is typically performed in an office environment inside and outside of CPF B's facility in St. Helens, OR.

- Frequent use of phones to communicate with stakeholders and extended time sitting in front of computer screens.
- Regular bending, squatting and reaching at or above shoulder level to retrieve supplies.
- Continuous use of hands in repetitive tasks; finger dexterity to perform various clerical duties and data entry.
- Exposed to potentially hazardous conditions in the warehouse area.
- Some walking and lifting associated with meetings and travel.
- Occasional work outside of normal working hours, such as evenings and weekends.
- Occasional overnight travel.
- Regular warehouse work and ability to lift 50 pounds.

This job description does not list all the duties of the job. You may be asked to perform other duties.

## What We Offer:

- \$2400 - \$3100 per month, depending on experience
- Generous PTO policy, including paid federal holidays

## How to Apply

To apply, please send your cover letter, resume, and list of 3 references (names, position, relationship, and email address) **in a single PDF** to Alex Tardif at [alex@cpfoodbank.org](mailto:alex@cpfoodbank.org) with the subject line "CPF B Pantry & Warehouse Specialist."

Please include your name and preferred pronouns on all documents. In your cover letter, please speak to how your experience and qualifications match what we are looking for in this role. Your cover letter is your best opportunity to stand out from other candidates and demonstrate why you are the right person for the job.

Please also note: We will not contact your references without notifying you first.

Folks who are queer, trans, non-binary, people of color, disabled, parents, and are/have been system impacted, are immigrants, and anyone who has experienced systemic oppression or gender-based violence are encouraged to apply.

# The Interview Process

1. The Executive Director reviews your resume.
2. If we determine that you are a good candidate for the position, we'll contact you to schedule an interview.
3. You'll participate in an interview with our Executive Director, board members and community members who are key stakeholders within our organization.
4. The team reviews all feedback.
5. We make a final decision and notify you.

## Location

- In-person at our facility in St Helens, Oregon.

## Details

- Applications are reviewed on a rolling basis.
- Anticipated start date: This position will remain open until filled. We are looking to fill the position immediately.

## Employment Type

- Exempt, full-time position (32 hours per week)

## Position reports to

- Executive Director

*Columbia Pacific Food Bank strives to be an equity focused, inclusive employer and stands against inequality, inequity, injustice, hate, discrimination, and systemic racism.*

*We are deeply committed to investing in diversity and inclusion, and standing up for what is just, inclusive, loving & equitable.*

*Columbia Pacific Food Bank is a proud member of Feeding America and the Oregon Food Bank Network*

