

# BMAC Job Opening:

## Food Bank Assistant Operator

Blue Mountain Action Council (BMAC) seeks an energetic person to join our team as full-time Food Bank Assistant Operator serving a multi-county area from our Walla Walla-based distribution center.

Provides administrative and program support to the Food Bank Director, including customer, donor, and volunteer relations; data management; and resource coordination. Assists in the day-to-day warehouse operations, including handling freight, inventory, warehouse layout, facility and vehicle maintenance, safe operations, and scheduling and making deliveries; maintaining good relationships with partners; and volunteer training. Individual must be a self-starter with proven work ethics and the ability to organize work efficiently and effectively. Individual must have working knowledge and be responsible for the proper handling/delivery and inventory of all food products, of all building sanitation, pest control, and security and maintenance of all equipment. This position also provides direct services to clients. ***Please read the full job description and requirements on the following pages.***

Pay and benefits: Starting pay is \$15.78 to \$18.94 per hour, depending on qualifications (DOQ). Full time, up to 40 hours per week. Benefits include group health insurance (medical, dental, vision); 11 paid holidays/year; paid time off (sick leave and vacation combined); and 401(k) retirement plan.

Qualifications include:

1. Required:
  - a. High school diploma or GED.
  - b. One year's experience in warehouse or similar setting;
  - c. Must have a valid driver's license and auto insurance.
  - d. Must have and maintain an acceptable driving record.
2. Preferred:
  - a. Bilingual English and Spanish.
  - b. Possession of Class B commercial driver's license (CDL).

## Application instructions and deadline

Submit both your résumé and a completed BMAC Job Application\* to the BMAC HR Office via email at [bmac@bmacww.org](mailto:bmac@bmacww.org) or to our office at 1520 Kelly Pl, Ste 140, Walla Walla WA 99362. If emailing, include your name in the attachments' titles.

**Firm deadline:** BMAC must *receive* both documents no later than 5 p.m. Thursday, March 28, 2019.

\*The BMAC Job Application is available on our website at [https://www.bmacww.org/images/BMAC\\_job\\_app\\_MASTER.pdf](https://www.bmacww.org/images/BMAC_job_app_MASTER.pdf)

### *About BMAC*

*Established in 1966, Blue Mountain Action Council is a 501(c)(3) nonprofit community action partnership located in Walla Walla, serving low-income people in multiple southeastern Washington counties. BMAC is a primary community resource, consistently providing a much-needed umbrella of services ranging from housing and job training/placement to nutrition and neighborhood revitalization. We help with compassion and respect. EOE, AA, M/F/Vet/Disability, Drug-Free Workplace. To learn about us and our services, visit <https://www.bmacww.org>.*

BLUE MOUNTAIN ACTION COUNCIL  
Walla Walla, Wash.

JOB DESCRIPTION

POSITION TITLE:	<b>Food Bank Assistant Operator</b>	REPORTS TO: BMAC Food Bank Director
EMPLOYMENT STATUS:	Nonexempt	SUPERVISES: No one

HOURS OF WORK: Up to 40 hours per week, based on contract funding and need. Occasionally works evenings or weekends for mobile food bank and/or other events.

SALARY: Levels 9-11, DOQ (depending on qualifications)

GENERAL DESCRIPTION/BASIC FUNCTION: Provides administrative and program support to the Food Bank Director, including customer, donor, and volunteer relations; data management; and resource coordination. Responsible to assist in the day-to-day warehouse operations, including handling freight, inventory, warehouse layout, facility and vehicle maintenance, safe operations, and scheduling and making deliveries; maintaining good relationships with partners; and volunteer training. Individual must be a self-starter with proven work ethics and the ability to organize work efficiently and effectively. Individual must have working knowledge and be responsible for the proper handling/delivery and inventory of all food products, of all building sanitation, pest control, and security and maintenance of all equipment. This position also provides direct services to clients.

WORK CONDITIONS AND SITE: The BMAC Food Bank is a fast-paced work environment with a variety of functions happening at once. Incumbent could be answering phones, maneuvering freight, and providing direct customer relations at any one time. The duties are performed primarily at the Blue Mountain Action Council Food Bank warehouse distribution center in Walla Walla, and will include a mix of both office work and warehouse work. Duties are performed both indoors and outdoors, including inside walk-in freezer and refrigeration compartments. Office work includes frequent use of phones and computers, sitting in front of computer screens at a desk. Assistant Operator will be commonly exposed to machinery and vehicles, high noise levels, and the weather. Duties include frequent driving throughout the multi-county service region, sometimes in inclement weather.

ESSENTIAL FUNCTIONS: *Includes the following. Other duties may be assigned.*

1. Assists both the Food Bank Director and the Lead Warehouse Operator in the BMAC Food Bank's daily operations.
2. Responsible for day-to-day physical operations in the warehouse, which includes sorting, storage, and distribution of food.
3. Responsible for training warehouse volunteers.
4. Responsible for inventory, including verification of quantity and quality of products upon receipt, logging donations, and taking monthly inventories.
5. Responsible for maintenance and minor repairs to warehouse and vehicles.
6. Responsible for safe warehouse operations along with maintaining sanitation standards.
7. Responsible for maintaining good working relations with various food programs regarding coordination of pick-up and delivery times.
8. Provides support to maintain computer systems including BMAC Warehouse, and CAP60.
9. Demonstrates knowledge of agency policies and procedures as demonstrated through quality performance of daily duties such as collection and correction of staff timesheets.
10. Demonstrates knowledge of various Food Bank programs such as CSFP, TEFAP, EFAP, Farm to Food Pantry, and Backpack Bridge. Is able to assist the Food Bank Director in preparing for monitoring visits, reports, and grant writing, Helps develop policy and procedures and collection of monthly reporting required of the services provided.
11. Perform participant program eligibility verification and documentation.
12. Must be comfortable making presentations and other outreach activities to diverse clients regarding basic food benefits.
13. Provide referral to other community resources/services.

14. Ensures that all federal, state, agency, and donor guidelines are met.
15. Develop inclusive approaches and outreach in working with non-English-speaking, multi-ethnic community, and the developmentally disadvantaged.

**BASIC PERFORMANCE EXPECTATIONS OF ALL STAFF:**

1. Comply with all program and Blue Mountain Action Council policies and procedures, and with the confidentiality agreement(s).
2. Possess/be willing to develop strong communication and interpersonal skills.
  - a. Ability to work independently as well as with a team to achieve objectives and assignments.
  - b. Ability to use good interpersonal relationship skills.
  - c. Ability to follow written and verbal instructions.
3. Model respectful workplace expectations:
  - a. Work respectfully with diverse populations and lifestyles, treating all with respect, honesty, consideration, and cooperation.
  - b. Embody teamwork and cooperation within and across departments and with the public.
  - c. Keep your department manager apprised of important matters ongoing within the department.
  - d. Serve as a positive example to other personnel with regard to workplace actions, decisions, work skills, attitude, and adherence to workplace policy and procedures.
  - e. Be honest, fair, and dependable.
  - f. Demonstrate regular and timely attendance.
4. Meeting and training expectations:
  - a. Attend all scheduled staff meetings.
  - b. Attend training sessions as required by the funding source or the agency.
  - c. Attend any other meetings or trainings as required.

**SKILLS AND ABILITIES REQUIRED:**

1. Excellent verbal and written communication skills.
2. Have working knowledge of and the ability to be responsible for the proper handling, delivery, sorting and inventory of all food products, all building sanitation, pest control, security and maintenance of all equipment.
3. Excellent computer skills including word processing, spreadsheets, data entry, email and the ability to learn specialized software programs such as BMAC-Warehouse and CAP60.
4. Organizational and inventory control skills.
5. Demonstrated ability to function as a team member and collaborate with staff, volunteers, and partners.
6. Ability to operate heavy equipment (i.e., forklift, truck driving).
7. Forklift certification or ability to gain certification within six months.

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

1. Sitting or working in stationary position approximately 50% of the time; and significant physical exertion the other 50%, including heavy lifting and carrying 50 to 70 pounds on a regular basis, as well as climbing, bending, kneeling.
2. Must be qualified as to visual, auditory, physical, and mental ability to operate forklifts, pallet jacks, pickups and cargo vans.
3. Requires handling of raw food intended for consumption.
4. Requires use of telephone/cell phone, computers, and calculators.
5. Requires frequent exposure to extreme temperatures from subzero to above 100 degrees F, including in rain, sleet, snow, and direct sun.

**QUALIFICATIONS:**

1. Required:
  - a. High school diploma or GED.

- b. One year's experience in warehouse or similar work setting.
- c. Must have a valid driver's license and auto insurance.
- d. Must have and maintain an acceptable driving record.

2. Preferred:

- a. Bilingual English and Spanish.
- b. Possession of Class B commercial driver's license (CDL).

NOTE: This job description is a general description of essential job functions. It is not intended as an employment contract, nor is it intended to describe all duties someone in this position may perform. All employees of BMAC are expected to perform tasks as assigned by supervisory/management personnel, regardless of job title or routine job duties.

Created 3.08.2019