

## **Feeding Avery Families**

**Job Title:** Warehouse Associate

**Location:** Feeding Avery Families, 189 Old Vale Road, Newland, NC 28657

**Position Type:** Part-Time, Hourly (Tuesdays, Thursdays, & Fridays)

**Pay Range:** \$20/hour (24-28 hours per week)

[Feeding Avery Families](#) is a dedicated nonprofit organization focused on addressing food insecurity in Avery County, North Carolina. We are dedicated to eliminating hunger by providing supplemental food assistance to those in need.

During 2024, Feeding Avery Families (FAF) provided \$1.4 million worth of free food to our hungry neighbors in Avery County, NC. Miraculously, FAF food costs averaged only 17 cents per individual meal, thanks to securing top quality groceries at no or very low expense. In addition, dedicated volunteers kept operation costs low.

We are also in a unique moment of our agency's history. The agency has grown extensively in the last five years between moving into a new space and serving more clients. We are expanding our mobile distributions for 18 months through a new grant, which enables us to hire this grant-funded position.

### **Job Overview**

The Warehouse Associate supports our Program Manager with coordinating, preparing, and delivering food for our food distributions across Avery County. The position is part-time with 24 hours per week scheduled on Tuesdays, Thursdays, and Fridays with more hours potentially available on other days including nights and weekends.

### **Key Responsibilities**

- Makes local pickups and deliveries of donated products.
- Assist in general warehouse duties including (but not limited to): moving product, cleaning distribution areas, repack/restack, and restocking/replenishment.
- Makes pickups and deliveries to other food banks, partner agencies, and donors within North Carolina and surrounding states.
- Build and maintain positive working relationships with staff, partners, neighbors, and volunteers.
- Verifies counts of product being picked up or delivered with corresponding documents (bills of lading, invoices, transfer sheets, receipts, etc.).

- Maintains accurate mileage, maintenance and vehicle inspection logs to ensure that vehicles are in safe, dependable operating condition.
- Performs routine preventative maintenance on all Feeding Avery Families vehicles. Communicates any vehicle problems or concerns with the Executive Director as soon as possible so that appropriate repairs may be made.
- Performs duties associated with assigned mobile distribution including overseeing proper loading of vehicle, securing load and delivery sequence, overseeing temperature control of product, confirming all scheduled orders are on board, physically unloading all product on board, verifying delivery of products on order sheets, and submitting completed order sheets for invoicing to Program Manager.
- Assist in unloading incoming products, completion of related paperwork and storing products in designated locations under direction of the Program Manager.
- Assist in loading outgoing product for mobile distributions and home deliveries, shipments to partner agencies, and transfers to other storage/distribution sites, along with completion of related paperwork (order sheet, invoices, and transfer sheets).
- Assist in general warehouse maintenance including (but not limited to): sweeping, mopping, pest control duties, equipment safety checks, and daily temperature logs.

### **Qualifications**

- High school graduate or GED required.
- Must provide proof of and maintain current, valid North Carolina driver's license with clean motor vehicle record. Will conduct a background check.
- Must be able to operate in a constant state of alertness and in a safe manner
- Must be able to navigate and make deliveries/pick-ups in a timely, effective manner
- Must be able to maintain accurate, legible invoices, receipts, and related paperwork
- Basic computer knowledge
- Effective communication skills with the ability to interact with diverse populations of volunteers, staff, donors, and agency representatives in a courteous and professional manner
- Prior experience working in a warehouse environment or with warehouse equipment (Ex. pallet jacks and forklifts) highly preferred
- Ability to speak Spanish preferred

## **Working Conditions**

This position will be performed primarily in a vehicle and in a warehouse. This position will be subject to environmental conditions with activities that occur inside and outside. The position will have frequent warehouse exposure. This setting can be hot or cold depending on the season. This is a fast-paced hands-on physical work environment.

## **Physical Demands**

The physical demands required are representative of those that must be met by the employee to successfully perform the essential functions of the job.

The physical demands of this position are very heavy work. This position requires exerting in excess of 100 pounds of force occasionally, and in excess of 50 pounds of force frequently, and in excess of 20 pounds of force constantly to move objects. This includes lifting/carrying weights in excess of 50 pounds frequently and lifting up to 100 pounds occasionally. Additionally, this position requires the operation of manual pallet jacks with the ability to manage loads in excess of 2000 pounds frequently. This includes pushing and pulling of products throughout the warehouse and loading and unloading vehicles utilizing lift gates.

While performing duties the employee is regularly required to use hands to finger, handle or feel; reach with hands and arms; and talk or hear. The employee is frequently required to stand, walk, bend, twist, stoop, kneel, crouch, or crawl. The employee is occasionally required to sit and climb or balance. Specific vision abilities require the visual acuity to operate motor vehicles and heavy equipment, close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

## **Salary and Benefits**

Feeding Avery Families offers a supportive work environment that promotes compassion and collaboration in achieving our mission. The hourly rate is \$20/hour with biweekly payroll. Current benefits include paid time off, paid holidays, and a flexible schedule.

## **Application Process**

We encourage all interested candidates to explore our website (<https://feedingaveryfamilies.org>) and learn more about our agency before submitting your application. Once complete, interested candidates should submit a resume, cover letter, and references to Vanessa Phillips at [vanessap@feedingaveryfamilies.org](mailto:vanessap@feedingaveryfamilies.org) by **Tuesday, June 10, 2025**.