Neighbors in Need

JOB TITLE: Warehouse & Truck Assistant

REPORTS TO: Truck Driver

PART TIME: Approx. 25 hours per week, Tuesday-Friday; other additional hours as needed for food pick-ups.

PURPOSE OF POSITION:

The Truck/Warehouse Assistant provides labor and support for all food pantry delivery operations, including the quality control, inventory tracking and pantry food delivery. The warehouse supplies 11 food pantries weekly with food, as well as 2 mobile deliveries of groceries to Windsor House and Fina House.

REGULAR DUTIES:

• Pack and distribute Food Pantry food.
• Assist in loading and unloading NIN van daily.
• Work with driver and pantry volunteers delivering food to pantries.
• Pick up food at donor schools, churches and corporations; deliver to warehouse and/or office as appropriate.
• Assist in weekly trips to the Merrimack Valley Food Bank, Greater Boston food Bank.
• Assist in GBFB Enabling pick-ups at Target (Wilmington), Walmart (Reading) Restaurant Depot (Andover), Stop & Shop (Andover & Reading).
• Weigh in all incoming food donations.
• Undertake additional assignments at the request of supervisor.

INDEPENDENT ACTION:

Under supervision, functions within scope of Neighbors in Need policies and practices; refers specific problems to Executive Director.

QUALIFICATIONS:

Good organizational skills and attention to detail. Must be 18 years or older and able to lift 50 pounds on a routine basis. Must demonstrate an interest in food distribution and hunger issues, health, or nutrition. Position is based out of Neighbors in Need’s Andover warehouse.

Please send resume and cover letter to:
Linda Zimmerman, Executive Director

By email: (preferred)
linda@needfood.org