



Job Title: Warehouse Associate

Classification: Full Time, Non-Exempt

Department: TEFAP (The Emergency Food Assistance Program)

Reports to: TEFAP Manager

Location: Garden City Office

Pay: DOE

El-Ada Community Action Partnership is a local non-profit organization dedicated to supporting the most vulnerable people in our communities. We provide a variety of services to Ada, Elmore, and Owyhee Counties, including emergency food assistance, heating and energy assistance, utility assistance, and AIDs screening.

Job Summary:

Responsible for the daily retrieval and documentation of donations from local grocery stores while maintaining a positive relationship with store staff. Maintaining food safety standards, including sorting reclaimed grocery donations to ensure First Expired First Out inventory flow. Receiving, unloaded, and receipting inbound trucks. Accurately picking orders for outbound shipments. Maintaining an organized, clean, and safe warehouse environment. Occasionally delivering product to El-Ada's partners.

Qualifications:

- At least 1 year warehouse experience. Food service experience is a plus, but not necessary.
- Ability to operate standard warehouse equipment, including, but not limited to, pallet jacks, electric pallet jacks, forklifts, and hand trucks.
- Daily duties involve frequent lifting of items up to 50lbs, occasional lifting of items up to 75lbs, and frequent bending, stretching, and twisting.
- Must be extremely detailed with a high degree of accuracy, have excellent organization and time management skills.
- The ability to work with minimal supervision once training is completed.
- Intermediate computer proficiency, with Microsoft Excel experience being a plus.
- Ability to work under pressure with clear deadlines.

- Ability to communicate & build relationships with clients, vendors, co-workers and partner agencies.
- Must have a clean driving record and pass pre-employment drug test.

To apply: Please send resume to: TimLopez@eladacap.org *No Phone calls Please. *

El-Ada, Inc. is proud to be an Equal Opportunity/Affirmative Action Employer. We are committed to attracting, retaining, and maximizing the performance of a diverse and inclusive workforce. We prohibit Discrimination and Harassment of any kind.

AA/EOE/ADA/M/F/H