

Care for Real Warehouse Associate

Reports to: Sr. Manager, Warehouse & Distributions

Date: July 2023

Status: Non-Exempt

Organization Overview

Care for Real's mission is to foster a healthy and equitable community by helping vulnerable neighbors overcome food insecurity with dignity. Through locations in Edgewater and Rogers Park, CfR provides food, clothing, pet food, referral, and additional services with compassion to improve the health and well-being of low-income residents to foster a stronger, healthier, equitable, and more stable community. To learn more about who we are and how we serve please, see our website: <https://careforreal.org>

Care for Real is an equal opportunity employer. Care for Real is committed to building a culturally diverse and pluralistic team representative of the communities which we serve. BIPOC/ALAANA* identified individuals, transgender and gender-nonconforming people, people from poor and working-class backgrounds, and individuals with disabilities are encouraged to apply. *ALAANA: African, Latinx, Arab, Asian, Native American

Position Overview

The Warehouse Associate works as a team member to assist in maintaining the pantry and warehouse by ensuring food is properly handled, stock is maintained, and the Care for Real environment is clean and safe. The Warehouse Associate provides support and direction for volunteers.

Essential Duties & Responsibilities

- Work with Volunteering Staff to assist in organizing, scheduling, training, and helping to direct volunteers for pantry or warehouse work
- Regularly inspect and clean the food pantry, warehouse and bathrooms and replenish needed stock
- Continually review pantry and warehouse guidelines to ensure the environments meet compliance
- Actively maintain inventory control using First in, First Out policy and ensure the pantry is stocked for distribution
- Act as immediate contact to all donors arriving to drop off food and clothing donations. Assist with entry of donations for email of receipts to donors
- Provide assistance with the pickup and delivery of food as needed

- Communicate and remove any damage to or depletion of items from floor, cooler, or freezer areas
- Check quality of food donated, repackage as needed
- Prepare recycling and garbage; dispose as necessary
- Follow and implement food safety and inventory protocols
- Assist with maintaining an effective pest control program
- Maintain the pantry according to health codes keeping the warehouse clean and organized; inform the appropriate people of any issues concerning compliance
- Assist in the cleaning, and inspection of equipment to ensure it is running efficiently and meets health requirements
- Assist as directed to help with the smooth flow of food items during distribution
- Assist at any Care for Real location as needed

Job Requirements:

- A self-directed person able to work independently with minimal supervision
- A person able to effectively coordinate, instruct and supervise volunteers.
- Good communication skills – both written and verbal.
- Ability to read and interpret documents including safety rules, operating and maintenance instructions, procedure manuals, contracts and other applicable documents.
- Good time management skills
- Exceptional attention to detail, accuracy and ability to meet deadlines
- Easily adapts to a variety people and responds in a professional manner
- Must possess valid Illinois Driver's License with good driving record
- Sanitation Certificate or receipt of certificate 90 days after hire
- Ability to work a flexible schedule including evenings and weekends

Benefits

Care for Real is proud to offer a team-oriented and supportive workplace culture. Some of the benefits we offer full-time employees include:

- Health and dental insurance
- Vacation and sick time
- 10 paid holidays per year
- 401(k) retirement plan with employer match

Care for Real's Work Environment:

This position requires walking, standing, sitting and lifting boxes up to 50 lbs., and the ability to work a flexible schedule including evenings and weekends.

Care for Real is a smoke, drug and gun-free environment. We are proudly an Equal Opportunity Employer; employment decisions are made in a non-discriminatory manner, without regard to race, ethnicity, creed, religion, color, gender, sexual orientation, gender identity or expression, age, national origin, citizenship status, military service, marital status, orders of protection, handicap, disability or any other factor determined to be unlawful by federal, state, or local statutes.

TO APPLY:

Submit cover letter and resume to careers@careforreal.org

Please write Warehouse Associate in the subject line of your e-mail. Incomplete applications will not be accepted. No phone calls.