



**Job Title:** Warehouse Assistant/Driver  
**Reports To:** Operations Supervisor  
**FLSA Status:** Nonexempt Employee  
**Hours:** Approximately 40 hours per week, with potential for overtime in November and December (extended time off in November & December is not permitted)  
**Schedule:** Mon.—Fri. 7:30am to 4:00pm; occasional weekends and evenings  
**Compensation:** \$19.00/hour  
**Effective Date:** 8/13/21

#### **POSITION SUMMARY**

Growing, progressive and inclusive non-profit seeks a new team member to support increasing demand for our services. Responsibilities include the regular delivery, distribution, pick-up, loading/unloading, and storage of donated groceries from vendor contributors, donations from other charitable organizations, donations of clothing/household items from individuals and delivery/pickup of Sunshine Division food collection barrels. Assists in the maintenance, organization and upkeep of the agency. Please know that we have changed our processes and procedures due to COVID-19 to maintain social distancing and limit the number of authorized people in our facilities.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned by management staff.

- Drive 24' box truck, 16' box truck and van throughout the metropolitan area for various pick-ups and deliveries
- Operate warehouse equipment including: forklift, electric pallet jack, manual pallet jack, hand truck, bailer, box stapler
- Maintain proper food supplies for Client Services use
- Professionally greet outside vendors and donors, excellent customer service skills are a must
- Assist with inventory processes related to operations such as: receiving, sorting, pick and pack, labeling, and warehousing inventory.
- Assembly of emergency non-perishable food boxes and to go bags

- Sorting of donated food into general categories
- Other duties as assigned

**SUPERVISORY RESPONSIBILITIES** — The position has no supervisory responsibilities.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must pass a criminal background check and drug test.
- Thorough understanding of Portland area streets.
- Sensitivity and ability to relate to people from diverse lifestyles and cultures.

### **EDUCATION and/or EXPERIENCE**

- Must have previous experience driving large trucks up to 24'
- Experience driving a forklift is strongly preferred

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Current and valid driver's license.

### **PHYSICAL DEMANDS**

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

While performing the duties of this job, the employee is regularly required to stand; walk; frequently climb stairs, sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to balance and stoop, kneel, crouch, or crawl. The employee will move up to 50 pounds several time each day and occasionally maneuver/or move up to 2000 pounds.

Specific vision abilities required by this job include close vision, peripheral vision and depth perception.

**NOTE:** *Job descriptions are not intended and should not be construed to be exhaustive lists of all responsibilities, skills, efforts, or working conditions associated with a job. They are intended to be accurate reflections of those principal job elements essential for making fair pay decisions about jobs.*

**ABOUT SUNSHINE DIVISION:**

Since 1923, Sunshine Division has provided free emergency food and clothing to families and individuals in times of crisis. During the year 2020, at the height of the COVID-19 crisis, Sunshine Division launched their expanded emergency food delivery program. A year after launching this food delivery program, with the help of the Portland Police Bureau, and numerous local supporters, Sunshine Division provided more than 6.6 MILLION meals to over 246,000 households through their two food pantries, home deliveries, and bulk food distribution program. This year, Sunshine Division's ongoing food delivery model continues to help them meet the growing need thousands of local families are experiencing by providing free food so that no one goes hungry.

To apply please send your resume and a cover letter to Jason Millenson  
[jason.millenson@sunshinedivision.org](mailto:jason.millenson@sunshinedivision.org).