



## **Clackamas Service Center Job Posting**

**Position Title:** Warehouse Assistant

**Classification:** Part-time, temporary through November, nonexempt, non-benefitted

**Hours:** 20-25 hrs./week, Monday – Friday between 8 am – 4 pm

**Location:** Onsite; CSC Warehouse, 8937 SE Jannsen Road OR, 97015

**Compensation:** \$20/hr

**Reports to:** Food Operations Director

### **ABOUT CSC:**

Clackamas Service Center (CSC) is an inclusive community center for individuals and families seeking food relief and resources for improved health, dignity, and stability. We are based in Clackamas County and serve community members within the county and the surrounding area. Visit our website for more information: [cscoregon.org](http://cscoregon.org).

### **POSITION SUMMARY**

CSC seeks a friendly and helpful Warehouse Assistant to support daily warehouse operations,, including receiving incoming product and weighing, sorting, and allocating it. Your role is responsible for maintaining high standards and conditions and having a positive attitude while serving the CSC community with dignity and care.

### **PRIMARY JOB FUNCTIONS:**

#### **SUPPORT DAILY WAREHOUSE OPERATIONS: 80%**

- Sort, allocate, and weigh incoming food products following program guidelines and track information on spreadsheets
- Keep walk-in refrigeration and freezer units organized and products rotating by first-in, first-out principles
- Help maintain a clean warehouse: includes mopping, pressure washing, using the floor scrubber
- Assist with disposal garbage, recycling, and compost, as well as communication with and supervision of farm partner programs
- Assist and support warehouse team and volunteers as needed
- Perform other duties as assigned by the Warehouse Manager or Food Operations Director

## **DONATION PICK-UP & DROP OFF: 20%**

- Accompany a donation driver to assist with pick up of in-kind food donations, navigating multiple locations and equipment; load and unload donations
- Drop off food to various partners and our center location, which may include flexing into support roles at the center

## **QUALIFICATIONS**

- Valid driver's license and good driving record indicating a safe driving history acceptable to CSC
- Minimum of 1 year of customer service or warehouse experience
- Ability to take the initiative and work with minimal supervision
- Attend and participate in required CSC training(s) and meetings
- Experience working with Google Suite or Microsoft Office Suite, including experience with basic Excel or Google sheets
- Ability to read, write, speak, and understand verbal and written English
- Submit to a criminal background check

## **WORK ENVIRONMENT**

- Work is performed in a large, 8000 sq. ft warehouse, shared office space within, and the road/offsite riding in a CSC vehicle.

## **PHYSICAL REQUIREMENTS**

- This position is physically demanding during certain hours throughout the day
- Prolonged periods of standing
- Ability to lift to 50 lbs repeatedly and up to 80-100 lbs throughout a workday; bend, stoop, kneel, crouch, push, and other moderate to strenuous activities

## **COVID-19 VACCINATIONS**

CSC requires employees to be fully up to date on COVID-19 vaccines. Proof of vaccine status will be required before an employee may begin work. CSC will make reasonable accommodations for candidates who cannot be vaccinated because of a disability, pregnancy, or religious belief. If you believe you qualify for an exception, please speak with the hiring manager and be prepared to provide documentation

## **HOW TO APPLY**

**Please submit a resume and cover letter (1 page max) addressed to Mira Glasser at [apply@cscoregon.org](mailto:apply@cscoregon.org) with the subject line [Last Name, Warehouse Assistant Application].** The cover letter should include why you are interested in working at CSC and how your skills and experience have prepared you for this position. CSC will request professional references for the final candidate. Position open until filled.

*CSC is proud to be an Equal Opportunity Employer. We are committed to building a team that represents a variety of backgrounds, perspectives, and skills. The more inclusive we are, the better our services will be. CSC does not discriminate based on race, religion, color, sex, gender identity, sexual orientation, age, veteran status, disability status, or other applicable characteristics protected by law. Employment is decided based on qualifications, merit, and organizational need.*