

# P/T Assistant Warehouse Manager

**Title:** Kitsap Fresh Assistant Warehouse Manager

**Organizational Description** Kitsap Fresh, a farmers cooperative that maintains an online local food marketplace which facilitates weekly sales of local food and products by processing orders, payments and distribution.

**Job Summary** The purpose of this position is to assist in management warehouse operations as necessary for the success of Kitsap Fresh. Work with the Warehouse Manager and GM to ensure proper logistics and cleanliness of the warehouse.

This is a part-time, paid position for 16 to 20 hours per week. Work hours and times vary depending on seasonal programming and events. Some weekend and evening hours may be required.

**Supervision** The Warehouse Manager & General Manager (GM)

**Location** 5686 Minder Rd. Suite 201, Poulsbo, WA 98370

**Minimum Education Requirement:** A.A. or A.S. degree  
(exception can be made)

## Qualifications

- Ability to work individually and as part of a team to meet strict deadlines;
- Experience with building relationships;
- Flexibility with daily changes in tasks and a work schedule that may change weekly;
- Effective communications, interpersonal skills, and strong writing ability;
- Highly organized and attention to detail;
- Working knowledge of computer software, including (but not limited to) Google Drive;
- A valid driver's license;
- Must have access to reliable private transportation;
- Food Safety Card;
- Knowledge of food systems, cooperatives, and / or food hub operations ideal.

**Compensation:** \$15.00 to \$16.00 / hr depending on exp. no benefits. Mileage reimbursement available.

## Work with the Warehouse Manager to:

- Help ensure the warehouse runs effectively.
- Assist with inventory of frozen seafood and value added products to the GM.
- Help ensure cleanliness of the warehouse and food safety for all products that pass through the

warehouse.

- Help ensure sufficient packaging, produce boxes and paper bags are on hand, report shortages to GM.
- Assist with preparation (clean and chill) of coolers and warehouse for weekly distribution.
- Help ensure order accuracy by implementing good administrative systems & procedures.
- Help print all necessary paperwork and labels.
- Assist delivery drivers with route creation and preparing vehicles for the day.
- Drive one of the self-serve pick up locations routes each week.
- Assist with optimize all aspects of delivery related tasks to ensure sustainability of the delivery program.
- Assist with management of aggregation and distribution with Warehouse Manager