



PO Box 62 | 211 N Fir Ave | Deer Park WA 99006 | 509-276-6897 | [director@greenhousedp.com](mailto:director@greenhousedp.com)

GreenHouse Food Bank and Resource Center is hiring:

## Operations Manager

Motivate and supervise a small staff of volunteers dedicated to safe food handling and warehouse operations in a manner that fosters a cooperative and inclusive environment.

Provide excellent customer service and ensure volunteers do the same.

Oversee a variety of food warehouse duties including receiving, inspecting, weighing, tagging and sorting and storing food products, pulling and loading orders.

Ensuring that general maintenance, safety protocols, and janitorial duties are accomplished.

Oversee product flow in and out of the facility and anticipate needs.

Ensure that inventory counts are conducted accurately, and related partner agency reporting is completed on time.

Assign appropriate storage locations for product and ensure those assignments are carried out securely. Insure that inventory of stored foods is conducted monthly.

Purchasing of supplies according to GH procedures

Requirements: Respect for client confidentiality, good communication skills, ability to lift fifty pounds

Hours: 12 per week

Pay range: \$16.50 – 17.50/hr.

Benefits:

- 11 paid holidays for 4 hours each
- Paid time off accrued at 10/12 days per month, to use after 90 days.

To apply please send your completed application form, resume, and cover letter to [director@greenhousedp.com](mailto:director@greenhousedp.com)

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*The GreenHouse Food Bank serves our community by providing the most basic needs for people of all ages.*