



## JOB DESCRIPTION

### Warehouse Associate, Houston (Part-Time)

#### **About Brighter Bites**

Brighter Bites is a nonprofit that creates communities of health through fresh food with the goal of changing behavior among children and their families to prevent obesity and achieve long-term health. Brighter Bites is an evidence-based, multi-component elementary school, preschool, and summer camp program that utilizes reliable access to fruits and vegetables, nutrition education, and consistent exposure to recipes and messages that feature fresh food. To learn more about Brighter Bites, visit <https://brighterbites.org>.

#### **Position Summary**

The warehouse associate works primarily to manage and support Brighter Bites produce boxing, distribution and logistics while acting as an ambassador for Brighter Bites Volunteer Experience. This role is responsible for providing the ultimate volunteer experience by providing excellent customer service for all new and returning volunteer groups while maintaining efficiency of the project at hand. This position is part-time and seasonal (September to July - please see dates section below for more details), requiring candidates to be available Monday - Wednesday and anywhere from 10-30 hours per week during active weeks of programming. The ideal candidate must be comfortable engaging with large, diverse groups of people daily and must possess exceptional interpersonal and problem resolution skills, as well as a high-energy, can-do attitude.

#### **Position Description**

- Manages weekly produce sorting and boxing projects along with a group of 10-20 volunteers.
- Sets up project area by bringing produce, pallets and boxes to designated area.
- Cleans project area after each shift and restocks complete pallets of produce boxes in the warehouse.
- Provides feedback about produce quality and variety to the manager.
- Collaborates with Brighter Bites management on weekly projects.
- Coordinates with Brighter Bites management, vendor transportation and receiving teams, as well as other partners to collect produce donations.
- Regularly shares successes and challenges and provides insight for improvement.
- Responsible for quality control by inspecting finished pallets prior to racking to ensure proper temperature, no signs of pest activity, cleanliness of product, and all packed items protected/secure for transport and distribution.

### **Other Job Functions**

- Supports Brighter Bites staff in the field as needed.
- Other duties as assigned.

### **Qualifications**

- Volunteer coordination experience
- Forklift certified/Forklift experience preferred or willingness to learn
- Warehouse experience
- Familiarity with procurement, logistics, and produce quality.
- Strong written and verbal communication skills.
- Ability to lead and speak in front of larger groups
- Ability to negotiate and sustain relationships.
- Solid judgment and decision-making skills.
- Excellent organizational skills.
- Intermediate computer proficiency, including comfort using phone/tablet apps, Microsoft Office, Google Suite, Slack, Zoom or Google Meet.

### **Operational and Physical Requirements**

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

- Must be available to work Monday - Wednesday.
- Must be able to work actively for a full day of 6-8 hours, and be able to lift produce boxes/bags 10-50 pounds each continuously on a daily basis.

### **Work Schedule & Working Environment**

- A typical day might include walking the warehouse, communicating with the Houston Food Bank warehouse staff and managers about the produce quality, tagging pallets for Brighter Bites, communicating in person and by email with the warehouse and receiving staff regarding produce arrivals. Managing and delegating daily produce boxing projects at the Houston Food Bank with a group of volunteers.
- Temperature and Non-Temperature Control Environments: Working in freezer, cooler and dry warehouse settings with appropriate clothing to protect adverse conditions.

### **Dates**

- Fall programming cycle: early September through mid-December
- Spring programming cycle: early January through mid-May
- Summer programming cycle: early June through mid-July
- Exceptions include holiday breaks or all-staff meetings

Brighter Bites provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

*To apply, please send resume and cover letter to  
[Azhar.contractor@brighterbites.org](mailto:Azhar.contractor@brighterbites.org)  
with “Warehouse Associate” in the subject line.*

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