



Warehouse Associate

Neighbors in Need (NIN) is a community-based nonprofit organization that works to significantly reduce hunger and food insecurity and to ensure that people in need in Greater Lawrence have access to basic necessities with dignity, respect, and privacy. Each week, we operate food pantries strategically located in the neighborhoods where our clients live. We provide healthy and nutritious non-perishable foods, fresh produce, and other essential goods to anyone who is hungry or in need.

ABOUT THE POSITION: The Warehouse Associate provides hands-on support for NIN's food pantry operations, home delivery program, food pickup and transportation activities, and warehouse volunteer teams. NIN's warehouse supplies 10 food distribution locations serving 1,600 families each week and prepares groceries for volunteer delivery to approximately 100 households weekly.

The Warehouse Associate reports to the Warehouse Manager and works primarily out of NIN's Lawrence warehouse. This is a 15 to 35-hour-per-week position, generally scheduled Monday through Friday between 8:00 a.m. and 6:00 p.m. Some schedule flexibility is required for food pickups, with occasional Saturday and pre-8:00 a.m. hours.

The position includes regular driving of NIN van and, following required training and qualification, may include driving NIN's box truck.

COMPENSATION AND BENEFITS

Starting pay: \$17–\$20 per hour, depending on experience and qualifications. Employees who meet NIN's requirements and successfully complete training to drive NIN's box truck may be eligible for an increased hourly rate of up to \$25 per hour.

Benefits include a 401(k)-retirement plan, paid sick time, 10 days of paid vacation beginning in the first year, and NIN's annual paid year-end closure from December 25 through January 1.

REGULAR DUTIES

- Assist with loading and unloading NIN truck and van.
- Make regularly scheduled food pickups from food banks, food hubs, grocery stores, farms, schools, churches, corporations, and other NIN food donors throughout the region and transport food to the warehouse.
- Assist with food distribution at NIN's 10 food pantry locations.
- Lead, support and provide direction to daily warehouse volunteer teams who pack food for pantry distributions and home deliveries.
- Prepare grocery bags for volunteers delivering food to families.



- Weigh and document incoming food donations and accurately record donor information.
- Track inventory and conduct physical counts as needed to assist the Warehouse Manager with food ordering.
- Follow NIN's daily warehouse checklist and established procedures to ensure that the warehouse, work areas, equipment, and vehicles are clean, organized, and properly maintained.
- Notify the Warehouse Manager of needed vehicle, equipment, or facility repairs and maintenance.
- Answer the warehouse phone and document food pickup requests as needed.
- Perform other duties and assignments as requested by the Warehouse Manager.

QUALIFICATIONS

- Ability to routinely lift and carry up to 50 pounds and perform physical warehouse duties throughout the workday, including loading and unloading vehicles and moving food and supplies.
- Valid Massachusetts driver's license and clean driving record required for driving NIN van and truck.
- Willingness and ability to complete required training and obtain a USDOT physical certification if assigned to drive NIN's box truck.
- Hands-on, dependable, detail-oriented, and able to complete assigned tasks efficiently and on schedule.
- Ability to work effectively and respectfully with staff, volunteers, food donors, community partners, and NIN clients.
- Food safety knowledge or experience preferred.
- Basic computer skills and comfort using, or willingness to learn, Google Sheets and NIN's volunteer management application.
- Bilingual English/Spanish skills are desirable.
- Commitment to NIN's mission and to serving families experiencing food insecurity with dignity and respect.

EQUAL OPPORTUNITY EMPLOYMENT: Neighbors In Need is an equal opportunity employer. We consider applicants without regard to race, color, religion, creed, sex, gender identity, sexual orientation, national origin, age, disability, marital status, veteran status, or any other status protected by applicable law.

TO APPLY: Please send a resume and cover letter to Executive Director Lisa Smith at lisa@needfood.org.