

## **JRA Job Description Warehouse Associate (Part-time)**

The Jewish Relief Agency serves over 6,400 diverse low-income individuals across Greater Philadelphia by relieving hunger, improving lives, and strengthening our community. JRA works to alleviate the everyday burdens of poverty for 3,400 food insecure households through our Monthly Food Distribution.

All work for this position will take place at/from JRA's Northeast Philadelphia warehouse.

### **RESPONSIBILITIES**

- Work with the JRA Warehouse Manager to help set up the monthly JRA Food Distributions
  - Count cases of food and stack them on pallets
  - Set up supplemental packing lines prior to weekday volunteer shifts
  - Break down boxes for recycling
  - Sweep and take out trash
- Deliver food boxes to JRA recipients if needed
- Other duties as assigned

### **REQUIREMENTS**

- Must be punctual, reliable, and able to take direction
- Must be able to do physical labor and lift 50 pounds
- Must own or have access to a vehicle for deliveries
- Must be eligible to work in the US
- Must complete a background check

### **HOURS & SALARY**

Hours: Intermittent hours totaling 10-20 hours per month – schedule is available up to 3 months in advance

Salary: \$17 per hour.

**If you think you are the right person for this role, please send the following to [julie@jewishrelief.org](mailto:julie@jewishrelief.org).**

- Your resume
- A brief statement of interest
- In the subject line of your email please reference the position title and your last name. *(Example: Warehouse\_Associate\_Smith)*