



## JOB ANNOUNCEMENT

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

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#### 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>.

#### Role

The warehouse project associate works primarily to manage and support the Brighter Bites produce boxing project, distribution and logistics. This position is part-time and seasonal, requiring candidates to be available for approximately 3-4 days and up to 25 hours per week during active weeks of programming.

#### Position Description

- Manages weekly produce sorting and boxing projects along with volunteers.
- Manages daily produce inventory in warehouse.
- Sets up project area by bringing produce, pallets and boxes to designated area.
- Cleans project area after each shift and restacks complete pallets of produce boxes in the warehouse.
- Provides feedback about produce quality and variety to the Senior Operations Coordinator.
- 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.
- Supports Brighter Bites staff in the field as needed.
- Other duties as assigned.

#### Requirements

- Warehouse experience
- Forklift certified/Forklift 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.

The better we nourish, the brighter we flourish.

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- Excellent organizational skills.
- Intermediate computer proficiency, including comfort using phone/tablet apps, Microsoft Office, Google Suite, and Slack.
- Must be willing to follow and enforce CDC guidelines at all times, including but not limited to: wearing a mask, wearing disposable gloves, and social distancing.
- Ability to show proof of COVID vaccination. Brighter Bites will consider accommodations for disability and religious based reasons.

### Operational and Physical Requirements

- Must be able to travel independently to school sites (mileage reimbursement provided).
- Must be able to work 3-4 times/week.
- Must be able to work actively for a full day of 6-8 hours, and able to lift produce boxes/bags 10-50 pounds each continuously on a daily basis.

### Start Date, 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.
- 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

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We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

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