

WAREHOUSE ASSOCIATE (Temporary, Part-Time)

Small Press Distribution, 1341 Seventh St, Berkeley, CA 94710

This position reports to the Warehouse Manager.

Dates of Employment: Start November 2021 – End early February 2022

Compensation: \$20/hour; part-time position

Hours: Monday through Wednesday, 9:00am-5:00pm including 1 hour paid lunch and two ten-minute paid breaks.

Small Press Distribution, a nonprofit book distributor in West Berkeley, seeks a part-time warehouse associate from November 2021 until February 2022. This position reports to the Warehouse Manager and assists other Warehouse Associates with day-to-day activities.

POSITION RESPONSIBILITIES

- Pick or assist in picking all daily orders.
- Assist the Warehouse Manager and other Warehouse Associates in packing and shipping UPS, FedEx, US Mail, and other orders as needed.
- Receive new and restock books as necessary.
- Receive and process returned books as necessary.
- Reshelving of books as needed.
- Assist Front Office staff in tracking orders and other customer service tasks related to fulfillment and shipping.
- Other tasks related to warehouse and pick-pack-and-ship aspects of SPD's business as necessary.

Essential duties of the job may require lifting, carrying, loading and unloading materials of up to 40 pounds and physical activity such as walking, bending, and reaching.

Position involves interaction with software programs including USPS Dazzle, UPS Worldship, Elan Book, etc. Familiarity with data entry and cloud-based inventory/shipping systems is considered a plus.

Interest in book selling and small press publishing is welcome.

SMALL PRESS DISTRIBUTION'S COVID-19 SAFETY PROTOCOLS

Small Press Distribution operates in compliance with local regulations and follows a mandated Social Distancing Protocol. This means limiting the number of people who can enter the facility at any one time, wearing masks, maintaining a minimum six-foot distance between each other at all times, providing hand sanitizer, soap and water, or effective disinfectant within the facility, regularly disinfecting high touch surfaces, and other measures. Managers will review these protocols and any concerns prior to employment, and employees will be asked to sign a Covid-19 Response Plan.

To apply, please email your resume and a brief cover letter to Warehouse Manager Liam Curley at liam@spdbooks.org. Qualified candidates may also be asked to provide a list of three references.