

FEED MY PEOPLE FOOD BANK

Job Description

Position: Warehouse Assistant/ Driver

Classification: Full time, Non-exempt

Reports to: Warehouse Manager

Position Summary: Supports warehouse operations by preparing orders for pickup and delivery, loading and unloading cargo, maintaining inventory, assisting with facility maintenance and safely transporting product in west central Wisconsin.

Key Duties (approximate initial break-down):

75% General warehouse duties including those related to customer, donor and volunteer services
25% Product delivery and pick up

Areas of Responsibility:

1. Pick orders striving for 100% accuracy
2. Promptly and safely load and unload cargo; inspect products, ensure accuracy and complete paperwork.
3. Stock products and assist with inventory controls
4. Provide excellent customer service to agency customers, food donors and warehouse volunteers including assisting agency representatives with shopping in the warehouse and loading vehicles and assisting with volunteer group projects.
5. Maintain positive rapport with agencies, donors, volunteers and food bank staff.
6. Drive tractor-trailer or straight trucks to provide on-time and professional deliveries to food assistance programs and pick-ups from donor companies.
7. Maintain cleanliness and upkeep of facility, vehicles and grounds.
8. Observe safety practices and ensure the safety of all persons in and around vehicles, and entering or departing the warehouse.
9. Maintain appropriate documentation to keep CDL current.
10. Inspect trucks per DOT requirements and report any needed services or repairs to supervisor.
11. Perform all other assigned duties as needed

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Qualifications:

- Positive attitude, customer friendly and ability to handle a variety of tasks
- Possess and maintain a valid Class A Commercial Driver's License with trailer and air brake endorsement, up-to-date medical card, and good driving record
- Previous tractor-trailer truck driving experience
- Good communication skills
- Ability to work with diverse groups of volunteers
- Good skills in reading and math
- Basic computer proficiency or ability to learn to navigate inventory software
- Ability to lift 50 pounds regularly, 100 pounds occasionally; frequently lift, bend and stand.
- Ability and willingness to work in refrigerated areas (cooler and freezer) for regulated periods of time

Preferred

- Knowledge of vehicle and equipment maintenance
- Warehouse and forklift experience

Additional Information/ Requirements

- Clearance of criminal record and other background checks
- Clearance of driving record check and driver's license background check
- Must participate in random drug screening tests per state and federal regulations and company policies
- Valid driver's license and insurance
- Forklift Operator Safety Training (after employment)

Working Conditions and Physical Demands

1. Hours: 40 hours/week; occasional evenings and Saturdays.
2. Travel throughout west central Wisconsin for pick up or delivery of food
3. Lift 50 pounds regularly, 100 pounds occasionally
4. Ability to sit and drive for long periods of time
5. Frequent lifting and bending; full range of motion in lower and upper extremities and use of back; long periods of standing
6. Extreme temperatures: Work in cold (-10 degrees F) and hot (90 degrees F) environments for regulated periods of time