

FEED MY PEOPLE FOOD BANK

Job Description

Position: Warehouse Associate

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, and taking responsibility for cleanliness and organization of the food bank's facilities

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. Use computer for inventory cycle counts and product location
5. Provide excellent customer service to agency customers, food donors and warehouse volunteers
6. Maintain positive relations with agencies, food bank staff, donors and volunteers
7. Deliver and pick up orders as needed
8. Maintain cleanliness and upkeep of facility, equipment and grounds
9. Observe safety practices and ensure the safety of all persons in and around vehicles, and entering and departing the warehouse
10. Perform all other assigned duties as needed

Qualifications:

- Positive attitude, customer friendly and ability to handle a variety of tasks
- Ability and willingness to work in refrigerated areas (cooler and freezer) for regulated periods of time
- Good skills in reading and math
- Basic computer proficiency and ability to learn to navigate inventory software
- Possess and maintain a valid driver's license and clean driving record; able to handle 26,000 lb. vehicle
- Ability to work with diverse groups of volunteers
- Ability to lift 50 pounds regularly; frequently lift, bend, turn and stand
- Possess forklift certification and proficiency (within 30 days after hire)

Preferred:

- Warehouse shipping and receiving, forklift, and previous driving experience
- Knowledge of equipment, facility and vehicle maintenance

March, 2023