

FEED MY PEOPLE FOOD BANK

Job Description

Position: Warehouse Worker – Volunteer Support

Classification: Part time, Non-exempt

Reports to: Warehouse Manager

Position Summary: General warehouse work with a special focus on supporting set-up and take-down of projects for volunteers, direct service programs and special events. Responsibilities include moving pallets, 50+ lbs lifting, tracking inventory and providing overall assistance with a focus on efficiency, volunteer relations and safety.

Areas of Responsibility:

1. Pull product, set-up and support volunteer projects under the direction of the Warehouse Manager and the Volunteer Coordinator.
2. Stage, move and store completed food pallets, inspect products, ensure accuracy and complete paperwork.
3. Assist with clean-up after volunteer shifts and staging for next group.
4. Work with program staff to assist with the warehouse activity related to direct service programs and special events.
5. Stock products and assist with inventory controls.
6. Use computer for inventory cycle counts and product location.
7. Observe safety practices and ensure the safety of all persons in volunteer area and other areas of the warehouse.
8. Provide excellent customer service to volunteers, agency customers, and food donors.
9. Maintain cleanliness and upkeep of facility, equipment and grounds.
10. Perform all other assigned duties as needed.

Qualifications:

- Positive attitude, customer friendly and ability to handle a variety of tasks.
- Willingness to work afternoon and some early evening hours.
- 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.
- 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, forklift and previous driving experience.
- Knowledge of equipment and vehicle maintenance.