

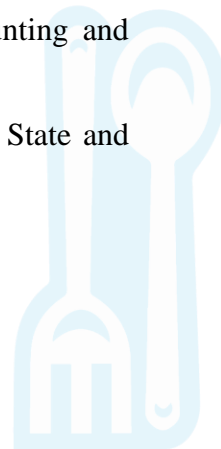
## **Warehouse Associate/General Warehouse Staff Position Description**

### **POSITION SUMMARY:**

The Warehouse Associate is responsible for performing a variety of labor-related tasks associated with the acquisition, storage and distribution of food and donated products including pulling orders, unloading deliveries, repacking food products, operating warehouse equipment, and general maintenance and cleanup.

### **KEY DUTIES AND RESPONSIBILITIES:**

1. Assist in loading and unloading delivery vehicles;
2. Responsible for stocking food and non-food products in the warehouse;
3. Pick client and program orders;
4. Ensure shrink wrap and pallet tags are neat, free of debris and legible;
5. Assist with housekeeping of both Foodbank equipment and buildings;
6. Direct and assist warehouse volunteers as appropriate;
7. Assist in verifying food safety standards are met for products and packaging materials through visual inspection, product handling and temperature monitoring, when applicable;
8. Be familiar and comply with all other aspects of the Foodbank's food safety programs, policies and procedures;
9. Assist the Director of the Warehouse with opening and closing the warehouse daily using best practices methods;
10. Assist the Director of the Warehouse in facilitating monthly inventory, counting and reconciliation;
11. Maintain current certifications and medical cards as mandated by Foodbank, State and Federal requirements;
12. Provide local, non-CDL driving as needed; and



13. Perform other related duties, as requested.

## **REPORTS TO:**

The Director of the Warehouse

## **KNOWLEDGE, SKILLS AND ABILITIES:**

- Must embrace the Mission of the Foodbank;
- Ability to interface effectively with the Director of the Warehouse, the CEO, the COO, other Foodbank staff and volunteers;
- Ability to interact positively with a diverse group of individuals, including clients of the Facing Hunger Foodbank, either autonomously or in a team environment;
- Must possess a strong work ethic;
- Most possess keen time management skills;
- Must have strong verbal and communication skills
- Must exhibit excellent customer service skills;
- Must possess good interpersonal skills and capable of giving kind and appropriate directions to volunteers;
- Ability to maintain a level of professionalism, promoting the Facing Hunger Foodbank's community spirit and mission.

## **EDUCATION AND EXPERIENCE REQUIREMENTS:**

- High school diploma or equivalent
- Three months or more warehouse experience and/or training preferred

## **SPECIAL REQUIREMENTS**

- Valid driver's license from State in which employee resides



- Must have and maintain a safe driving record
- Ability to lift to 60 pounds on a continual basis and, occasionally, up to 75 pounds
- Fork Lift and Pallet Jack Certification or ability to become certified
- Ability to pass ServSafe FoodHandler Certification within 3 months of starting in position

## **TOOLS AND EQUIPMENT USED**

Office equipment: Telephone, calculator, computer, copy machine, scanner, and fax machine.

Warehouse equipment: Pallet jack, forklift, scales, and cleaning supplies. [Training prior to use will be provided for warehouse equipment. Safety training and indicated safety equipment, including personal protective equipment, may be required and provided when the employee is in other areas of the physical plant.]

## **PHYSICAL DEMANDS**

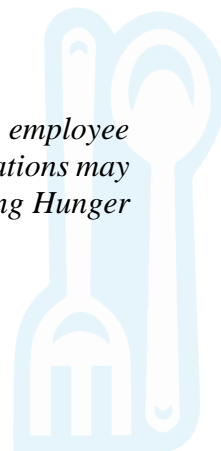
*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Facing Hunger Foodbank reserves the right to determine reasonable accommodations.*

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel, manipulate, or operate objects; and, to reach forward, back, sideways, and up with both hands and arms. The employee is frequently required to sit, stand, bend, kneel, climb, walk, talk, and hear/listen.

The employee, from time to time, may lift and/or move objects weighing in a range of 60 to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, peripheral vision, and the ability to adjust focus.

## **WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Facing Hunger Foodbank reserves the right to determine reasonable accommodations.*



The work environment is indoor, generally, in a warehouse setting, which may include shared space and stairs, loud noise and extreme temperatures. While performing this job, the employee may be required to work in some adverse conditions. Specifically, the refrigerated areas have temperature zones around 35 degrees Fahrenheit and the freezer areas have temperature zones that may reach -10 degrees Fahrenheit. Additionally, the warehouse temperature may vary based on the outdoor temperature.

Lighting includes artificial and natural light.

The employee in this position may be required to enter and assist in other areas of the physical plant that is an office setting. Travel outside the office/physical plant may be required for conferences, trainings or meetings, as the need arises.

### **SALARY/BENEFITS:**

Competitive/commensurate with experience and other qualifications

### **DISCLAIMER:**

The above statements are intended only as illustrations to describe the general nature, duties and level of work that may be performed. They are not be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed, if the work is similar, related or a logical assignment to the position.

**This job description does not constitute an employment contract between the Facing Hunger Foodbank and the employee and is subject to change by the Facing Hunger Foodbank, as the need arises.**

### **APPLICATION:**

Completed in person or email to [info@facinghunger.org](mailto:info@facinghunger.org)

HR use only	
Pay Rate	
Management (Y/N)	
E/NE status	
Last revised	

