

JOB DESCRIPTION

Warehouse Worker

ACCOUNTABILITY

This position reports directly to the Warehouse Manager.

JOB SUMMARY

Assist the Warehouse Manager in any way possible to make the work of the warehouses run smoothly and efficiently. Pull agency orders.

DUTIES AND RESPONSIBILITIES

- Assist in opening and closing warehouses each day.
- Assist unloading trucks as needed.
- Sort food and become proficient in America's Second Harvest salvage guidelines.
- Become familiar with good warehousing practices as outlined in America's Second Harvest manual.
- Fill member agencies orders correctly, promptly and in good condition, and on a timely basis.
- Assist in keeping warehouses and ground clean and neat.
- Pick up food from donors.
- Assist with maintenance and cleanliness of vehicles.
- Assist in monitoring agencies.
- Operate forklifts, electric pallet jacks, and other warehouse equipment.
- Assist in supervision of volunteers.
- Must carry insurance on personal vehicles and be insurable by the Tri-State Food Bank insurance company.
- Must be bondable.
- Must have valid driver's license.
- Must receive forklift certification within 3 months from date of employment.
- Must be willing to undergo drug screening test and physical examination.
- Establish favorable public relation to promote the Tri-state food Bank.
- Commit to the mission goals of the Tri-State Food Bank.
- Other duties as assigned by the Executive Director or Assistant Director.

SALARY

This is a Non-Exempt (hourly position). The wage will be commensurate with similar positions and other charities in the market area. Benefits will apply as outlined in the Employee Handbook.

SKILLS AND EDUCATIONAL REQUIREMENTS

- Educational requirements may vary but will require either a high school diploma or GED.
- Be able to lift 40 to 50 pounds.
- Be proficient in operating forklifts, electric pallet jacks, and other warehouse equipment.
- Ability to drive Food Bank vehicles.
- Be of good character, good work ethics, and a self-starter.
- Ability to receive directions from the management staff.
- Ability to work with staff and a variety of volunteers.