

JOB DESCRIPTION WAREHOUSE WORKER/ROUTE DRIVER

ACCOUNTABILITY

This position reports directly to the Warehouse Manager.

JOB SUMMARY

Assist in any way possible to make the work of the warehouse run smoothly and efficiently. Pickup local donations on a daily basis. Accurately complete donation sheets and remit to appropriate office staff on a timely basis. Organize agency shopping area to assure safe handling of food and first in first out. Inspect donated food in shopping area daily and throw out any spoiled or questionable items.

DUTIES AND RESPONSIBILITIES

- Become familiar with good warehousing practices as outlined in America's Second Harvest manual.
- Sort food and become proficient in America's Second Harvest salvage guidelines.
- Pick up food from local donors daily assuring schedule is timely.
- Ensure truck used for route pick up is in good working order and kept clean.
- Assist in unloading trucks.
- Assist in filling member agency orders correctly, promptly and in good condition as needed.
- Assist in keeping warehouses and grounds clean and neat.
- Solicit food donations.
- 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-sate 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.
- Public Relations skills.
- 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.