

# Warehouse Team Associate

Classification: Part-time, non-exempt. Hours: 12:30-4:30pm

Department: Operations

Reports To: Warehouse Supervisor

Compensation: Starting pay is \$10.10/hour. Benefits include health/dental/vision insurance, life insurance, \$2,000 per year IRA contribution, and PTO.

## SUMMARY

The Warehouse Team Associate will carry out the daily plan as instructed by the Warehouse Supervisor. Primary duties will be the pulling and staging of agency orders, ensuring cleanliness of assigned spaces, and adherence to good warehousing practices and food safety.

## DUTIES AND RESPONSIBILITIES

- Assist in opening and closing warehouses each day.
- Fill member agency product orders.
- Assist the Warehouse Supervisor in organization of warehouses.
- Assist with unloading trucks utilizing proper receiving procedures.
- Sort food and become proficient in quality assurance salvage guidelines.
- Practice good warehousing and food safety as outlined in Tri-State Food Bank's Quality Assurance Manual.
- Act as a member of the warehouse team, working with other employees as needed.
- Keep warehouses, grounds and vehicles clean and neat, utilizing the Master Cleaning Schedule (MCS).
- Operate forklifts, electric pallet jacks, and other warehouse equipment.
- Assist in supervision of volunteers.
- Commit to the mission goals of Tri-State Food Bank.
- Perform other duties as assigned.

## SKILLS AND EDUCATIONAL REQUIREMENTS

- A high school diploma or GED.
- A valid driver's license; a valid chauffer's license and/or a Class B CDL is preferred.
- Physical requirements:
  - Ability to lift 40 to 50 pounds.
  - Ability to be on one's feet for several hours, walking, bending, and lifting.
- Ability to operate forklifts, electric pallet jacks, and other warehouse equipment.
- Ability to safely operate Tri-State Food Bank vehicles.
- Be of good character, good work ethic, and a self-starter.
- Ability to receive directions from the management staff.
- Ability to work with staff and a variety of volunteers.
- Must be insurable by Tri-State Food Bank's insurance company.
- Must receive forklift certification within 3 months from date of employment.
- Must be willing to undergo drug screening.

To apply: Complete TSFB employment application (available for download at [www.tristatefoodbank.org](http://www.tristatefoodbank.org)) and submit to Keith Lehman, Operations Director, 801 E. Michigan St., Evansville, IN 47711.