



Title: Warehouse Associate
Status: Part-Time, Hourly, Non-Exempt
Reports to: Director of Operations
Posting Date:
Closing Date:
Hire Date: ASAP

Summary/Purpose:

As a Warehouse Associate, the chosen candidate will work in a team setting to achieve warehouse operation goals. Candidate will perform warehouse duties including receiving, picking orders, packing, loading, unloading, storage and distribution of Foodbank product. Candidate will become part of an experienced team doing its part to help end hunger in America.

Essential job functions

- Load and unload company trucks
- Move merchandise using a forklift and pallet jack
- Pick orders, pulling and packing, shipping and receiving, and assist with shipping and receiving paperwork
- Provide excellent customer service to donors and partner agencies
- Accurately and efficiently fill, stage and load agency orders
- Comply with safety policies and programs developed for warehouse operations
- Be familiar with and comply with all aspects of the Foodbank's Food Safety Programs, Policies and Procedures
- Perform routine inspections/preventative maintenance on warehouse equipment as assigned and required
- Other Duties as Assigned.

Skills, Education and Experience

- Any combination of education and experience equivalent to graduation from high school
- Forklift operation and warehousing experience highly desirable
- Be able to lift 50 pounds or more
- Must possess effective verbal and written communication skills
- Basic Math Skills
- Self-Starter
- Strong Work Ethic
- Strong External Customer Focus and Excellent Customer Service Skills
- Must be able to multi-task, work in a fast paced environment, be able to follow instructions, work as a team and be detail oriented

Certificates, Licenses and Registrations

- Unencumbered Driver's License
- Minimum High School Diploma or GED

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. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee frequently is required to stand, walk, sit, and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, or crouch; and taste or smell. The employee must regularly lift and/or move up to 50 pounds and occasionally lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and 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. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate. Dress is casual unless circumstances dictate otherwise. RBFB shirts are provided. The River Bend Foodbank warehouse hours are 6:00 a.m. to 2:00 p.m. and office hours are 8:30 a.m. to 4:30 p.m., Monday through Friday. The normal work week will be 7:00 a.m. to 12:00 p.m. Monday through Friday. The nature of our operation requires that work hours may vary and occasionally include Saturdays.