



## **ST. STEPHEN'S**

A Branch of River Bend Foodbank

**Title:** Warehouse Associate  
**Status:** Part-Time, Hourly, Non-Exempt  
**Compensation:** Up to \$12 per hour based on qualifications and experience  
**Reports to:** Director of Operations  
**Posting Date:** 1/11/2019  
**Closing Date:** When Filled  
**Hire Date:** ASAP

Please apply in person at St. Stephen's. Monday/Tuesday, 8:00 a.m. - 3:00 p.m. or Wednesday/Friday 8:00 a.m. to 11:00 a.m.

### **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, 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. SFFB shirts are provided. The Foodbank warehouse hours vary depending on Foodbank need, generally Monday through Friday during the day. The normal workday will be 8 hours a day Monday through Friday between 6:00 a.m. and 4:30 p.m. A set schedule will be provided at the time of your interview. The nature of our operation requires that work hours may vary and occasionally include Saturdays. There may be an opportunity to work limited overtime.