



Title: Warehouse Associate, Davenport, IA

Status: Full Time, Hourly

Pay: \$13.28 per hour and benefit package

Posting Date: 9/2/2020; Submit completed application in person (or mail to) 4010 Kimmel Drive, Davenport, Iowa or email completed application to Jeff DeYoung, Director of Operations, at: jdeyoung@riverbendfoodbank.org. Office Hours are 9 AM to 4 PM.

Hire Date: ASAP

Reports to: Director of Operations

Description: 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 include:

- Loading and unloading trucks
- Moving merchandise using a forklift and pallet jack
- Picking orders, pulling and packing, shipping and receiving, and related paperwork
- Providing excellent customer service
- Accurately and efficiently filling, staging and loading agency orders
- Complying with safety policies and programs developed for warehouse operations
- Understanding and complying with food safety programs
- Performing 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

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.

RFBF is an equal opportunity employer. All aspects of employment including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and business needs. We do not discriminate based on race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.



River Bend Foodbank is an Equal Opportunity Employer

INSTRUCTIONS: Please Print Clearly. Complete the entire application and sign.

Applicant Information

Name (First MI Last)

Address (Street, City, State, Zip Code)

Mobile Telephone
()

Email Address:

Home Telephone
()

Are you legally authorized to work in the U.S.? Yes No

Are you at least 18-years old? Yes No

(If No, your employment will be subject to verification that you meet state/federal minimum age requirements for the type of work you are applying for and have obtained a valid work permit.)

How were you referred to RBFB? Website/Social media: _____ Agency School
 RBFB employee/volunteer: _____ Other: _____

Have you ever applied with RBFB before?

Yes No

If Yes, when?

For what position?

Have you ever worked with RBFB before?

Yes No

If Yes, when?

What was your position?

Position Applying For

**Part-Time or Full-Time
Desired**

**Salary
Preference**

Shift Preference

Title:

Part-time Full-time

\$

When can you start? (Please specify date)

Please describe any computer skills, software knowledge and office equipment experience:

Please describe any experience using manufacturing machines, forklifts and equipment:

Education

School Name	Location (City & State)	Number of Years Attended	Major	Diploma or Degree Received?
High School		N/A	N/A	(Diploma or GED accepted) <input type="checkbox"/> Yes <input type="checkbox"/> No
College				<input type="checkbox"/> Yes <input type="checkbox"/> No Degree:
Graduate				<input type="checkbox"/> Yes <input type="checkbox"/> No Degree:
Other:				<input type="checkbox"/> Yes <input type="checkbox"/> No Type:

Training Courses

List any relevant training programs completed.

Course/Seminar	Organization Sponsoring	Content	Date(s) Attended

Relevant Skills

Provide years of experience in any or all of the skills, below.

Warehouse	Administration	Customer Service	Volunteer Experience
Forklift Certified	Microsoft Office Suite	Retail	Food Bank
Order Picking	Filing	Wholesale	Community
Pallet Jack	Scheduling	Sales	Social Services
Deliveries	Multi-Line Phone	Food Handling	Other

Employment History (Start with most recent and include last 10 years only. Use separate sheet, if necessary.)

Name of Employer:		Telephone ()	
Address:			
Job Title:		Employment Dates (Month/Year)	
Immediate Supervisor:		From:	To:
Duties:			
Reason for Leaving:			
If currently employed, may we contact as a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Name of Employer:		Telephone ()	
Address:			
Job Title:		Employment Dates (Month/Year)	
Immediate Supervisor:		From:	To:
Duties:			
Reason for Leaving:			

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Address:			
Job Title:		Employment Dates (Month/Year)	
Immediate Supervisor:		From:	To:
Duties:			
Reason for Leaving:			
Name of Employer:		Telephone ()	
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Job Title:		Employment Dates (Month/Year)	
Immediate Supervisor:		From:	To:
Duties:			
Reason for Leaving:			
Name of Employer:		Telephone ()	
Address:			
Job Title:		Employment Dates (Month/Year)	
Immediate Supervisor:		From:	To:
Duties:			
Reason for Leaving:			
Employment References			
List three (3) individuals familiar with your job qualifications. Please do not include relatives or personal friends.			
Name:		Telephone ()	
		Email Address:	
Working relationship:		How long known?	
Name:		Telephone ()	
		Email Address:	
Working relationship:		How long known?	
Name:		Telephone ()	
		Email Address:	
Working relationship:		How long known?	

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I understand and agree to the following:

1. All information contained in this application is true and correct to the best of my knowledge and belief. I understand that misrepresentations or omissions of any kind may result in denial of employment or be cause for subsequent termination if I am hired.
2. I authorize River Bend Foodbank to investigate my responses on this application to contact my former employers and any individuals named on this application for the purpose of verifying the truth and accuracy of the information provided and my qualifications for employment. I voluntarily and knowingly fully release and hold harmless any person or organization that provides information pertaining to me or my employment.
3. I understand that upon receiving a job offer, I may be subject to additional pre-employment screening, including a background investigation (i.e., criminal record, driving record and credit check, as applicable), a physical examination and drug screening test. [NOTE: Selected candidates will be notified of the pre-employment requirements for their position and consents will be obtained prior to conducting any pre-employment screening.]
4. Regardless of whether or not I become employed by River Bend Foodbank, I recognize this application is not and should not be considered a contract of employment. I understand that employment with the River Bend Foodbank is at-will, meaning I may choose to end my employment for any reason or no reason at any time. Likewise, River Bend Foodbank may choose to end my employment at any time, with or without notice, and for any lawful reason or no reason. At-will employment may not be changed without a written employment contract, signed by the President. I understand that no employee or representative has the authority to enter into a contract regarding duration or terms and conditions of employment other than the President, and then only by means of a signed, written document.

Signed by _____ Date _____

Thank you for your interest in River Bend Foodbank!

