RIVER BEND FOOD BANK

Job Title: **Warehouse Associate**
Status: Full Time Hourly/Non-Exempt
Department: Operations
Reports to: VP of Operations
Date: October 2026
Wage: **$18.00 per hour**

SUMMARY

This position works in a team environment to receive, load and process River Bend Foodbank (RBFB) product within operational goals by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to, the following. Other duties may be assigned.

Receives, stores, picks/fills, packs, labels, processes paperwork and prepares product for shipping and receiving, in accordance with orders and instructions.

Loads and unloads product from trucks, operating a forklift or pallet jack, as needed.

Delivers excellent customer service to donors and partner agencies, answering questions and providing information, as requested.

Complies with policies and procedures for safe warehouse operations and reports concerns needing urgent attention promptly to management.

Complies with RBFB's Food Safety Program and all ServSafe food handling requirements.

Performs routine inspections, cleaning and basic maintenance of warehouse facilities and equipment, as directed.

Cultivates positive relations with agencies, drivers, staff, volunteers, donors and other members of the public.

QUALIFICATIONS

- High school diploma or an equivalency degree, plus a positive work history.
- Previous forklift and warehousing experience preferred.
- Ability to obtain forklift operations and safety certification.
- Ability to obtain ServSafe certification.
- Possession of a valid driver's license and the ability to meet insurability requirements for operating an organization vehicle required.
- Strong work ethic and self-initiative.
- Strong sense of teamwork with effective verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Ability to multi-task in a fast-paced environment and follow instructions.
- Accurate data entry and basic math skills.
- Ability to occasionally travel on work-related errands.

- Ability to work occasional evenings and Saturdays, with limited overtime.
- Willingness to support the mission of the organization and to help end hunger in our area.
- Ability to successfully complete a pre-employment criminal background investigation and drug test.

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 walk and stand; use hands and fingers to feel; reach with hands and arms, including overhead and from the floor; bend, stoop, kneel or crouch; and speak and hear. The employee is occasionally required to climb or balance; taste or smell; and operate a motor vehicle. The employee must regularly lift and/or move up to 50 pounds and frequently lift and/or move over 50 pounds with assistance.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, with the ability to read from a computer or electronic device, read labels and identify information, and to safely operate a forklift and motor vehicle.

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 function.

While performing the duties of this job, the employee is frequently exposed to outdoor weather conditions when loading/unloading product and occasionally during work-related travel. The noise level in the work environment is usually moderate and frequently loud during the moving of product.