

WAREHOUSE ASSOCIATE

Qualifications:

- Previous warehouse experience
- F Endorsement Driver's License preferred but not required
- Knowledge of and previous experience in forklift and pallet-jack usage
- Solid understanding of general warehouse operations
- Ability to positively interface with member agencies in the warehouse
- Demonstrate concern for the poor and needy
- Willingness to learn all aspects of food banking and be an ardent spokesperson against hunger
- Ability to work in a fast-paced, high-pressure environment
- Ability to coordinate several tasks at one time
- Must be able to lift 100 pounds
- Must be able to work in an environment that is hot in the summer and cold in the winter
- Must be able to work on his/her feet most of the day

Responsibilities:

- Accurate receiving of all incoming shipments on a daily basis
- Maintain an effective product rotation system to ensure that all products on the floor meet health standards
- Assist agency shoppers with accurate completion of invoices.
- Check out each agency as they leave the warehouse to ensure they have received the correct amount of products according to the invoice
- Supervise weighing and check out of agencies
- Inventory control
- Maintain monthly warehouse and office cleaning charts and perform daily inspection
- Perform other tasks and projects as directed.