

Warehouse Associate

Second Harvest Food Bank Position Description



DEPARTMENT:	Warehouse
REPORTS TO:	Lead Warehouse Associate
WORK HOURS:	37.5
LOCATION:	Springfield, Ohio
FLSA STATUS:	Non-Exempt Hourly
SUPERVISORY:	Yes
REVISION DATE:	June 2020

Position Summary:

Responsibility for daily product sorting and storage of donations from food drives, retail pick up, and Gordon Food donations to exhibit and support First-In-First-Expire-Out (FIFEO) rotation. Maintain well-organized freezer, cooler and dry storage areas.

Essential Job Functions:

- Knowledge of “use by” code dating to effectively remove harmful foods from the distribution process for proper disposal.
- Proper storage and treatment of all products per Safe Food Handlers guidelines.
- Daily sorting donated shelf stable products as needed into a standardized pack-size box.
- Daily overview of bakery donations to remove unsafe products from distribution.
- Daily packing of frozen meats into standardized pack sizes separating beef, chicken, and pork products to prevent cross contamination.
- Forklift, electric and manual pallet jack operation consistent with OSHA requirements.
- Organization and cleanliness of work areas, building and property.
- Attend and participate in food bank training events as scheduled to include Serve Safe
- Assist in operational coverage as needed and cost controls.
- Proper pallet tagging of all product to include date of receipt, date to expire, product item number, product description, weight or pack size, and initials of staff.
- Organize cooler & freezer spaces a FIFO manner from top (newest) to bottom (oldest).
- Consolidate & rotate like products into single pallets or shelf storage.
- All assorted pallets kept separate from identified individual products and must include pallet tags, updated as product is pulled from each and distributed.
- Daily review of all out-of-date coded products with supervisor for acceptable length of use or proper disposal.
- Obtain and accurately process all orders through pick tickets for pick-up and delivery as scheduled
- Verify accuracy of orders when loaded by providing a “check off” method
- Assist in maintaining an accurate inventory at all times by effectively recording all poundage in or out of the building and providing timely and accurate bin changes
- Assist with receiving of inbound freight, as needed.
- Perform monthly cycle counts and/or inventory and work with Procurement & Inventory Specialist to resolve issues.
- Coordinate and accurately record any drop off donations as they occur

- Proper storage and treatment of all refrigerated and frozen products to reduce waste through proper handling and distribution
- Maintain building security, only open doors when necessary for deliveries and pick ups
- Maintain proper storage of cleaning supplies and tools

Reporting:

- Report/address infestation/pest control issues as well as safety issues as discovered.
- Note and report any issues with product damage or quality as discovered.
- Complete and maintain trash logs as needed.

Support of Agency Mission and Operations:

- Learn and adhere to all Feeding America and AIB required standards.
- Receive and maintain ServSafe certification.
- Assist as needed in team operational coverage.
- Assist in rapid recognition and resolution of general and food safety issues.
- Participate in AIB certification.
- Other duties as assigned.

Supervisory Responsibilities: Volunteers

Education and Certifications:

- High School Diploma, 3-5 years of work experience
- CDL B with good driving record a plus
- OSHA required forklift certification, or ability to be certified
- Meet the most current regulations stipulated by the Ohio Department of Transportation for commercial drivers such as annual physicals, drug screening, etc.

Skills, Qualifications and Experience:

- Ability to effectively manage numerous projects simultaneously and work independently.
- Ability to build relationships with distribution partners and professional organizations as critical to effective work.
- Ability to effectively communicate required standards in a style of coaching and employee support, engagement, and recognition.
- Ability to address conflict in a respectful manner.
- Ability to adequately respond to requests and demands in a timely manner and consistently follow through on projects and issues.
- Demonstrated skills in effective communication and listening.
- Demonstrated ability to record and provide written reports.
- Flexible, adaptable, and responsive to change and modifying plans/strategies as needed to best meet the needs of those involved.
- Personal appearance that always reflects self-respect and professionalism.
- Valid state issued driver's license and proof of vehicle insurance.

Commitment to Service:

- Ability to work well with other staff in a collaborative effort to improve services, extend courtesy, friendliness, and overall respect to meet the needs of the organization.

- Personal integrity and awareness of ethical principles and a willingness to accept assignments involving flexible work hours.
- Will be available for times and events when evenings and weekends will be required to fulfill duties.
- Sensitivity to needs of clients and families served.

Work Environment: Typical office and warehouse environment, with regular exposure to excessive noise, adverse environmental issues, and cooler/freezer temperatures

Physical Demands: Position requires physical exertion to sit, stand, walk, stoop, verbal, and written communication by phone or in person. Maximum unassisted lift 50 lbs., normal lift <40 lbs.

Statement of Understanding:

I have read the above position description and the expectations of the position explained to me. By signing below, I indicate my understanding of what is required of me in this position. I agree to comply by all requirements of Second Harvest Food Bank CCL and Feeding America.

Employee signature below constitutes employee’s understanding of the requirements, essential duties, and responsibilities of the position.

Employee Signature	Printed Name	Date

Supervisor Signature	Printed Name	Date