STOCKER/WAREHOUSE ASSOCIATE

JOB OVERVIEW
Conducts daily order selection and other related tasks to distribute food to Food Bank member agencies. Participates in the day to day housekeeping and organization of the warehouse.

REPORTING RELATIONSHIPS
Reports to: Manager of Food Operations
Supervises: No direct reports

ESSENTIAL FUNCTIONS
- Pick orders according to order sheets – ensure accuracy.
- Pick, palletize, prepare and load product safely and carefully to prevent product damage
- Inform supervisor of any discrepancies in case quantity and/or product description
- Prepare, load and ship products – ensure proper labeling.
- Restock products and ensure all have identification labels; attach pallet identification labels to the pallets as needed.
- Perform pre-shift equipment inspections and document
- Keep work area tidy by picking up scrap wood, paper, plastic wrappers, and broken pallets
- Maintain warehouse clean and within safety standards.
- Maintain warehouse according to AIB procedures, Feeding America standards and industry regulations.

OTHER RESPONSIBILITIES
- Release orders to member agency representatives in a professional manner
- Maintain and monitor orderly and safe agency shopping area
- Assist with Food Processing (salvage sorting)
- Collaborate with supervisor and appropriate Food Bank staff to accomplish organizational goals.
- Follow all division and Food Bank policies and procedures.
- Perform other similar duties as required (by responsibility or necessity) or as requested by Supervisor.

WORKING CONDITIONS
Warehouse environment - varying temperatures including freezers and outdoor weather conditions
Physical demands: standing, walking, driving, carrying, twisting, bending, swooping, twisting, & pushing/pulling. Lifting of objects weighing from 50 lbs. consistently to 75 lbs. occasionally. (medical exam required)
Operate pallet jack, forklift truck and shrink wrapper

JOB QUALIFICATIONS/ REQUIREMENTS
Education & Training – HS Diploma or equivalent
Experience – 6 months minimum experience in forklift operation and other materials-handling equipment
Other skills -
- Ability to work in a diverse team environment
• Good customer service
• Class D Driver’s License and good driving record
• Punctual and reliable
• Good communication and organizational skills

JOB PREFERENCES
♦ Experience with food industry and food safety preferred
♦ Bi-lingual/bi-cultural in Spanish
♦ Proficiency in computer data entry in the Windows environment

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