



WAREHOUSE WORKER JOB DESCRIPTION

(04/15)

POSTION: Warehouse Worker (non-exempt)
PAY RANGE: Minimum Wage to \$12.00 per hour (DOEE)
REPORTS TO: BOOST Warehouse Supervisor

RESPONSIBILITIES

1. Assist in the coordinating and pick up of food from various locations and product from Good360 and other agencies.
2. Pull any product from refrigerator that is going bad.
3. Stock freezer and refrigerator.
4. Stock dry foods.
5. Sorting and stocking of products coming into the warehouse.
6. Move materials in and out of storage accurately and without damage.
7. Manage inventory control and reporting as required by the Program.
8. Pull, prepare and fill orders and material for shipment.
9. Supervise and encourage volunteer staff.
10. Keep area clean including mopping, cleaning refrigerator/freezer, windows, docks, trucks and parking areas.
11. Turning off and locking out equipment when not in use.
12. Attend required staff meetings and training sessions. If unable to attend, to make arrangements with Supervisor to be excused and to makeup the training, as necessary.
13. Personally grow in leadership and spiritual life as outlined on current annual review.
14. Represent GAP/SPLASH to the public in a positive, professional and responsible manner.
15. Follow agency chain of command in a responsible and supportive manner. Be able to accept constructive feedback and suggestions for improvement.
16. Any other duties as assigned by the BOOST Warehouse Supervisor, Food Service Manager, Community Ministries Director, Executive Director or President.

QUALIFICATIONS

1. Experience using a pallet jack.
2. Valid Class A driver license.
3. Able to operate a forklift and obtain certification.
4. High School Diploma or GED preferred, or an equivalent combination of education and experience
5. 1-2 Years of related experience working in similar industry and/or position or equivalent combination of both; additional education may be substituted for years of work experience
6. Valid driver's license and auto insurance in good standing. For 22-26 years of age, must have a clean five-year driving record (zero violations); and over 26 years of age no major violations in the last 5 years. In the event that a driving restriction occurs lowering of pay or termination may occur.
7. Ability to take initiative and problem solve.
8. Well organized and able to manage time effectively.
9. Good oral and written communication skills.
10. Manual dexterity required for operating machinery.
11. Proven ability to effectively function in a multi-faceted agency in a teamwork manner and meet deadlines.

REQUIREMENTS

1. Must be at least 22 years old.
2. Successfully pass FBI fingerprint clearance, criminal history check through the Department of Economic Security, and independent background check.
3. Reference checks of those listed on application.
4. Copy of valid driver's license and auto insurance in good standing. Clean driving record: 21-25 Years of age must have a 100% clean driving record; and over 25 years of age no major violations in the last 3 years. In the event that a driving restriction occurs lowering of pay may occur. (CDL may be required for certain positions).
5. Human Resource package completed.



- 6. Pass physical and drug screen to ensure that applicant can perform job functions and that GAP Ministries maintains it's drug-free workplace policy.
- 7. Ability to lift 50 lbs.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

While performing the duties of this position, the employee frequently is required to use hands or finger, handle, or feel objects, tools or controls. The employee is typically required to stand; walk; sit; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this position include close vision, distance vision, peripheral vision, and the ability to adjust focus. The noise level in the work environment is usually moderate to high.

NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

By signing this document, I am acknowledging the responsibility of my position and understand that my inability to perform these responsibilities could be cause for my termination or reassignment.

In addition, I have received a copy of this job description and have read and understand its contents. I understand that this job description is not intended to be an exhaustive list of all job duties, responsibilities or qualifications associated with the job.

Signature of Acceptance

Date

Print Name