Receiving and Warehouse Associate
Job Description

Department: Operations
Reports To: Operations Director
Employment Type: Non-Exempt

SUMMARY:

As a member of the Operations Department, the Receiving and Warehouse Associate plays an important role in ensuring the Food Bank receives and stores product safely and legally. The employee works with the Lead Receiving/Warehouse Associate in maintaining accurate inventory control. The employee works with the Shipping function to ensure the Food Bank distributes safe and legal products.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Receiving

- Collaborate with Food Procurement to understand why shipments will be coming to the Food Bank and to prepare storage for products
- Inspect and receipt incoming product to ensure products for accuracy of Bill of Lading, container markings or damage, dates, temperature requirements and pest/contamination in accordance with Feeding America's, AIB's, and the Food Bank's standards
- Weigh and receipt incoming product
- Complete receiving forms/pallet tag documentation to account for incoming product accurately and for inventory documentation
- Accurately, efficiently, and safely store items in dry storage areas, racks, shelves, bins, or refrigerated rooms/freezers according to product type, size, and expiration date or product code
- Assist with loading and unloading trucks
- Utilize conscientious and safe handling of all warehouse material handling equipment including pallet jacks, hand dollies and forklift in order to avoid personal injury to self, others and damage to product, equipment, or facility

Administrative

- Remain knowledgeable of current inventory and inventory levels
- Assist with bi-weekly inventory cycle counts and quarterly inventory by physically counting and accurately recording product quantity and type, notifying manager immediately of discrepancies or problems
- Monitor and record temperature for coolers and freezers

Maintenance

- Maintain a clean, orderly and safe work area at all times including warehouse, grounds, bins and equipment; cleans up spills immediately; keeps walk areas and exits clear; locks and

secures equipment and facility as required; notifies manager of problems or needed repairs immediately

- Keep East outside driveway clean and clear of obstructions

Other duties as assigned

- Assist Shipping function
- Assist with Programs/Agency activities
- Perform other duties as assigned

QUALIFICATIONS

- High School Diploma
- Possess basic math skills including adding, subtracting, multiplying and dividing
- Ability to learn and uphold food safety and food defense standards
- Professional demeanor and business etiquette
- Ability to operate material handling equipment such as dollies, pallet jacks, and forklifts

WORK ENVIRONMENT

Warehouse environment: extensive walking, standing, bending, stooping, kneeling, pushing, pulling, lifting and carrying items weighing in excess of 130 pounds; operates material handling equipment; regularly exposed to variable weather conditions from mild to extreme heat and cold, fumes, air particles, contact with volunteers and customers; periodically works extended hours.

To apply, please email your resume to Coya Castro, Operations Director, at ccastro@foodbanknwi.org.