



LOAVES & FISHES

Groceries for Neighbors in Need

Job Title: **Warehouse Assistant**

FLSA Status: Full time Non exempt; scheduled hours determined by the Warehouse Coordinator; typically Monday-Friday 8AM-4:30PM and occasional Saturdays 8:30AM-12PM

Reports to: Warehouse Coordinator

Revision Date: March 22, 2018

POSITION SUMMARY:

The Warehouse Assistant serves as a key member of the warehouse team assisting with the collection, sorting, storage and delivery of donated and purchased goods. He/She provides direct support to the Warehouse Coordinator in daily operations and oversees volunteer groups as assigned. He/She ensures that the warehouse is a clean and safe work environment.

ESSENTIAL FUNCTIONS:

1. Perform scheduled pick-ups and deliveries of recurring donations and containers for food drives.
2. Pick up weekly refrigerated and purchased items from grocers.
3. Implement efficient and effective sorting, packing and pulling practices to best prepare goods for pantry distribution while minimizing waste.
4. Work with designated volunteers in the pulling of daily grocery orders for delivery to participating pantries.
5. Assists the Warehouse Coordinator with Sorting Group operations as deemed necessary.
6. Assist volunteers and other staff members with loading/unloading vans or freight with forklift. Supervise the handling of hand operated equipment to move and store food. (Pallet Jacks, Hand Trucks, etc) Operate all trucks and equipment for movement of food. (Box Trucks, Fork Lifts, Pallet Jacks)
7. Ensure orders are palletized and secured for transport to pantries.
8. Receive, retrieve and catalog weights of all donated food.
9. Manage stock rotation, processing, and distribution through a "First In – First Out" inventory management procedure.
10. Follow all food safety, food handling and sanitation guidelines and regulations.
11. Complete daily, weekly, monthly and seasonal completion of cleaning checklists for warehouse as assigned.
12. Assist in the overall maintenance of the warehouse and equipment. Advise the Warehouse Coordinator of any vehicle and/or equipment maintenance requirements.
13. Respond to special needs presented by clients, donors, and participating pantries (e.g., emergency orders, conflicts, warehouse tours, etc.).
14. Attend staff meetings/trainings and other meetings as required.
15. Represent the association as required by the Executive Director.
16. Participate in and support Loaves & Fishes' Fund Raising Efforts.

QUALIFICATIONS:

1. Minimum education requirements: high school diploma or equivalent degree.
2. Two or more years of warehouse/distribution experience preferred.
3. Strong inventory tracking and organizational skills.

4. Forklift certification or willingness to be trained to operate forklift.
5. Valid Carolina driver's license with an excellent driving record. Experience driving a box truck required.
6. Ability to lift up to 50 pounds repetitiously.
7. Proficiency in basic computer operations. (Microsoft Office-Outlook, Word, Excel)
8. High energy, positive, "can-do" attitude, flexibility, teamwork, and attention to detail; high degree of initiative and an ability to manage multiple tasks and projects at a time.
9. Ability to work with sensitivity and without discrimination towards peoples of diverse cultures, races/ethnicity, socio-economic positions, ages, religions, genders, physical/mental challenges/disabilities, and sexual orientations.
10. A passion for the mission of Loaves & Fishes is essential.

This job description may not be all inclusive and employees are expected to perform all other duties as assigned and directed by management. Job descriptions and duties will be reviewed annually and may be modified when deemed appropriate by management.

Employee Name: _____

Employee Signature: _____ **Date:** _____

Supervisor Signature: _____ **Date:** _____