

## **FOOD BANK FOR THE HEARTLAND**

### **Position Description**

**Position Title:** Warehouse Specialist

**Reports to:** Warehouse Supervisor

**FLSA status:** Non-Exempt, Full Time

**Incumbent's signature:**

**Date:**

**Supervisor's signature:**

**Date:**

#### **Position purpose:**

Responsible for assigned aspects of warehouse receiving and distribution for the Food Bank for the Heartland.

#### **Essential accountabilities:**

1. Receive all incoming product from, but not limited to: semis deliveries, food drives, donations, donor pick-ups ensuring all product is documented, tagged and placed in proper location
2. Coordinate sorting of product – overseeing volunteers, transferring product to case lots, properly tag and file in proper locations
3. Coordinate repackaging all bulk donated product in a timely and accurate manner following all food safety and handling regulations while overseeing volunteers, transferring product to case lots, properly tag and file in proper locations
4. Restock and transfer inventory as directed by supervisor for product in freezer, cooler, pick lines and overflow
5. Support operations of agency store to include, but not limited to: staging orders, loading of agency orders, and stocking of product in store.
6. Fulfill all outgoing product orders including: dry, freezer and cooler products, and agency store ensuring each is complete and accurate.
7. Work with Agency Relations team as needed to provide high level of service to our Agency Partners.
8. Complete all paperwork associated with Distribution to include, but not limited to: cycle counts, disposals and filing.
9. Provide other Warehouse assistance as needed.
10. Abide by all safety rules and regulations.
11. Maintain cleanliness of all aspects of the Warehouse.
12. Other duties as assigned.

**Knowledge, skills, and abilities:**

1. Commitment to the FBH's mission and values
2. High School Graduate or GED required
3. Good handwriting and math skills
4. Warehouse experience desirable
5. Forklift and pallet walker certification required (FBFH will certify if necessary)
6. Good communication and computer skills required
7. Ability to work with people
8. Routinely lift 50 pounds
9. Pre-employment drug screening

**Physical Demands:**

Must be able to remain in standing and moving position 90% of time. Heavy work. Exerting up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. Repetitive movement of hands, arms and legs.

**Working Conditions:**

The worker is subject to hazards including close proximity to moving mechanical parts, moving vehicles, electrical current, working on scaffolding and high places, exposure to heat and cold or exposure to chemicals.