

FOOD BANK FOR THE HEARTLAND

Position Description

Position Title: Volunteer - Warehouse Specialist

Reports to: Director of Distribution

FLSA status: Non-Exempt, Full Time

Position purpose:

Responsible for assigned aspects of Volunteer Center for the Food Bank for the Heartland.

Essential accountabilities:

1. Coordinate sorting of product – overseeing volunteers, transferring product to case lots, properly tag and file in proper locations
2. 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
3. Work with Agency Relations team as needed to provide high level of service to our Agency Partners.
4. Complete all paperwork associated with Distribution to include, but not limited to: cycle counts, disposals, data entry and filing.
5. Provide other Warehouse assistance as needed.
6. Abide by all safety rules and regulations.
7. Maintain cleanliness of all aspects of the Warehouse.
8. Other duties as assigned.
9. Lead specialist may be required to serve on food safety committees

Knowledge, skills, and abilities:

1. Commitment to the FBH's mission and values
2. High School Graduate or GED preferred
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. Must be able to pass a 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.

Incumbent's signature:

_____/_____/_____
Date

Supervisor's signature:

_____/_____/_____
Date

Revised 11/20/2018 DLove

Revised 01/08/2019 LBirch