

FOOD BANK FOR THE HEARTLAND
Position Description

Position Title: Receiving Specialist

Reports to: Distribution Center Manager

FLSA status: Non-Exempt, Full Time

Position purpose:

The Receiving Specialist will support the mission of Food Bank for the Heartland (FBFH) to reduce food insecurity by overseeing the operational aspects of food inventory control, receiving and warehousing operations. This role will serve as the support in logistical co-operation between multiple departments. In addition, this role is accountable for achieving operational results by supporting departmental strategies and specific objectives in alignment with FBFH's strategic plan.

Essential accountabilities:

- Receive all incoming product from, but not limited to, semi trailers, food drives, donations, and donor pick-ups. Ensure all product is documented, tagged, and placed in a proper location.
- Accurately complete all paperwork associated with receiving.
- Assure safety of all food products through safe storage and handling procedures.
- Assure food quality through the appropriate handling of all products as communicated through FBFH procedures and/or the Distribution Center Manager.
- Abide by all safety rules, regulations, and procedures. Report incidents or safety hazards to supervisor as soon as possible. Report any equipment maintenance or repair needs to the Distribution Center Manager.
- Maintain cleanliness of all aspects of the warehouse. Clean areas daily removing debris and ensuring all trash is removed. Immediately clean up any spills or slip hazards.
- Provide warehouse assistance as needed.
- Other duties as assigned.

Knowledge, skills, and abilities:

- Commitment to the FBFH's mission and values
- Good handwriting and math skills
- Effective communication and computer skills required
- Ability to work with people
- Routinely lift 50 pounds
- Pre-employment drug screening

Education and Experience:

- High School Graduate or GED preferred
- Warehouse experience desirable
- Forklift and pallet walker experience required (FBFH will re-certify if necessary)

Physical Demands

While performing the duties of this job, the employee must be able to lift and/or move up to 50 pounds and be able to use appropriate equipment to lift and move greater amounts. Must be able to work in high traffic areas with forklifts, pallet jacks, and moving objects. While performing the duties of this job, the employee is frequently required to bend, crawl, sit, talk, move about, hear, and speak.

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

Work Environment

While performing the duties of this job, the employee typically works in a fast-paced work environment spending most of the shift on their feet on concrete floors. The employee must be able to work in various weather and temperature conditions to include extreme heat, humidity and cold. Must also be able to work inside refrigerated areas where food is kept. Throughout the work shift, the employee will be exposed to warehouse air and noisy work environment.

The work environment characteristics described above are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee Signature

____/____/____
Date

Supervisor Signature

____/____/____
Date

Created: 12/14/2016 SO
Revised: 10/29/2020 JS
Revised: 01/07/2021 JM