



THE FOOD BANK JOB DESCRIPTION

TITLE: Warehouse Worker

CLASSIFICATION: Full-time, Benefit Eligible

SUPERVISOR: Director of Operations

QUALIFICATIONS:

- High school diploma or GED
- Sound physical health
- Ability to lift 50 pounds repetitively
- Good math and counting skills
- Ability to work under stress
- Ability to operate warehouse equipment safely
- Clean and neat appearance
- Team attitude
- Have Class E license
- Good driving record

DUTIES:

FOOD RECEIVING AND DISTRIBUTION

- Receive and distribute food according to TFB policy
- Practice safe food and equipment handling techniques

GENERAL WAREHOUSING

- Work with other staff in maintaining safe and sanitary warehouse conditions
- Make accurate counts on inventory, receiving, and distribution of food
- Assist with food bank volunteers as directed
- Treat agency representatives with respect and courtesy
- Make pickups and deliveries in a timely manner as assigned
- Operate warehouse equipment and vehicles safely and efficiently

WORK AT ALL TIMES TO KEEP THE IMAGE OF THE FOOD BANK A POSITIVE ONE IN THE PUBLIC VIEW

ALL OTHER DUTIES AS ASSIGNED.

I have read, understand, and am able to perform all the tasks required of the position described herein, with _____ or without _____ accommodation (please check one).

Signature _____ Date _____