



UTAH FOOD BANK

JOB DESCRIPTION

POSITION TITLE: Warehouse Associate (Part Time)
SUPERVISED BY: Warehouse Manager

DUTIES: (Warehouse staff are expected to cross train and assist in all areas, though primary duties may be in only some)

Order Building

- Follow correct process to build agency orders
- Cross verify built orders with other order builders
- Shrink wrap, tag and stage every order correctly

Shipping (5:00 am to 2:00 pm)

- Collect shipping paperwork, verify trailers to be loaded and load orders
- Verify that all pallets are loaded into trucks in sequential order by route and sign off on paperwork

Receiving

- Receive, organize and put away all product and donations
- Complete and turn in accurate paperwork
- Maintain accurate records and logs for inventory, including accurate placement of product

Agency/Donor Services and general warehouse

- Welcome agencies and donors at the loading docks
- Verify agency invoice against product (noting any discrepancies) and assist in loading product into vehicle
- Obtain agency signature(s) on invoice(s) and process other paperwork needed to close out the order
- Monitor built orders for orders not picked up, generate credit memos and re-bin according to policy
- Appropriately stage, receive and process all food drive donations
- Work with and/or train volunteers to assist in the accomplishment of duties
- Keep docks and warehouse clean and organized, ensuring space for incoming donations
- Organize, consolidate and dispose of bad product; Help to rotate product first-in-first-out
- Maintain all warehouse equipment
- Responsible for complete and accurate paperwork required by Feeding America
- Other duties as assigned

QUALIFICATIONS:

- High school or GED completion
- Good basic math skills
- High degree of accuracy with physical product and paperwork
- Ability to lift up to 50 lbs on a regular basis
- Warehouse skills/experience required
- Forklift certified or ability to become forklift certified within 10 days of hire (in-house training and certification)
- Knowledge of or ability to learn Health, Safety and OSHA requirements
- Basic computer skills
- Ability to work and communicate in a courteous and professional manner with staff, volunteers and donors
- Reliable attendance and punctuality
- High professional and ethical standards

PHYSICAL REQUIREMENTS:

The work requires strenuous physical exertion such as lifting objects up to 50 lbs. on a regular basis and to 75 pounds some of the time, crouching or crawling in restricted areas, pushing and/or pulling heavy loads, operating and working around equipment such as shrink-wrap machine, forklifts and pallet jacks. During peak seasons, all UFB staff may be asked to assist with receiving donations, picking up donations or other customer service work outside the normal scope of duties.