



JOB DESCRIPTION

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| Title of Job: | Warehouse |
| Department | Warehouse Worker |
| Status: | Non-Exempt |
| Reports to: | Logistics and Inventory Control Manager |

Job Summary:

Works in the warehouse(s) performing all warehouse related duties and responsibilities.

Essential Functions:

- Responsible for performing warehouse and floor activities including loading and unloading of trucks, filling orders, storing materials, forklift operations and building maintenance.
- Responsible for receiving product from donors, other food banks and FOOD Share trucks.
- Responsible for assisting the volunteer workforce.
- Responsible for cleaning the cooler and freezer as instructed.
- Drive FOOD Share's Class C vehicles.
- Responsible for projecting a positive public image of FOOD Share at all times.
- Responsible for deliveries to partner agencies.
- Responsible for performing pick-ups from donors.
- Responsible for accurately processing delivery and donation paperwork.
- Responsible for maintaining the cleanliness of FOOD Share vehicles.
- Ensure issues or concerns with FOOD Share vehicles are communicated to the Supervisor.
- Food Safety and Warehouse Safety Awareness.
- Responsible for performing other duties as assigned.

Job Qualifications:

- High School degree or equivalent.
- Valid California Drivers License & Excellent Driving record.
- Forklift experience preferred.
- Experience in proper food storage, handling and inventory practices.
- Basic knowledge of building, warehouse equipment, and vehicle maintenance.
- Ability to lift 50 pounds safely several times daily.
- Ability to work in a Team environment.
- Skilled in accurate record keeping and reporting.
- Demonstrates a commitment to the mission of FOOD Share.

Department Requirements:

- All Warehouse staff are required to be organized and efficient at prioritizing work duties;
- All Warehouse staff need to have the ability to work with volunteers;
- All Warehouse staff need to have exemplary customer service skills to communicate with all food bank stakeholders.

FOOD Share, Inc. embraces a philosophy that recognizes and values diversity. Our goal is to attract, develop, retain and promote a talented diverse workforce in a culture where all employees will contribute to their fullest potential.

* * The above description reflects the general details considered necessary to describe the principal functions and duties as required for the job and shall not be construed as a detailed description or task list of all the work requirements that may be inherent in the job. Job description is subject to change and additional responsibilities may be assigned depending on operational needs.

Employee Acknowledgement of Receipt

Employee name

Date

Employee Signature