

Channel One Regional Food Bank

Job Opening



Job Title: Warehouse Associate
Department: Food Bank
Classification: Full-time, non-exempt – 40 hours/week
Reports to: Warehouse Supervisor

POSITION SUMMARY

The Warehouse Associate supports daily warehouse operations by safely and accurately handling food products from storage through distribution. This role is responsible for order fulfillment, product movement, sanitation support, and adherence to established warehouse, safety, and food handling procedures. The Warehouse Associate plays a critical role in maintaining operational efficiency, inventory accuracy, and service reliability for Channel One's agency network.

This position focuses on hands-on execution of warehouse tasks and works under the direction of the Warehouse Supervisor. This position may also provide support to the Channel One food shelf, mobile food distributions, donation pickups, and other off-site activities, which may require driving company vehicles.

ESSENTIAL DUTIES AND ACCOUNTABILITIES

Warehouse Operations & Order Fulfillment

1. Pick, stage, and load food orders for agency distribution accurately and efficiently, following pick tickets and supervisor direction.
2. Handle product movement within the warehouse, including moving product between storage and pick locations as directed.
3. Assist with outbound distributions by loading trucks safely and according to established procedures.
4. Interact professionally with agency staff during order pickup and loading; refer questions or concerns to appropriate staff.
5. Identify and report picking errors, damaged product, or inventory discrepancies to the Warehouse Associate Supervisor.

Inventory Handling Support

6. Follow established procedures for product handling, storage locations, and bin movement.
7. Support inventory accuracy by ensuring product is handled, moved, and staged correctly.
8. Assist with inventory-related activities such as cycle counts, physical counts, pallet organization, or consolidation as assigned.

Equipment Operation & Vehicle Use

9. Operate forklifts, pallet jacks, hand trucks, and other material-handling equipment safely and in accordance with training and policy.
10. Drive company vehicles as assigned to support mobile food distributions, donation pickups, or other operational needs.

Sanitation, Safety & Facility Standards

11. Maintain cleanliness and organization of warehouse areas, including dock, storage, cooler, freezer, and staging areas.
12. Support facility sanitation activities and follow cleaning schedules and procedures, including pest control procedures.
13. Work in dry, refrigerated, and frozen warehouse environments as required.
14. Follow all safety, food safety, and sanitation requirements at all times.

15. Properly use material-handling equipment and personal protective equipment (PPE) as required.
16. Report safety hazards, equipment issues, or facility concerns promptly to the Warehouse Associate Supervisor.

Teamwork & Food Shelf/Operational Support

17. Maintain a positive, respectful attitude and contribute to a supportive team environment.
18. Provide assistance to the Channel One Food Shelf as directed by the Warehouse Supervisor.
19. Support other departments and team members as needed to meet organizational goals and operational priorities.
20. Work collaboratively with warehouse team members to meet daily operational goals.
21. Follow direction from the Warehouse Supervisor and support changing priorities as needed.
22. Maintain consistent attendance and punctuality to support operational continuity.

Other

- Support special projects, large distributions, or seasonal operational needs as assigned.
- Participate in required training, safety meetings, and team communications.
- Perform other related warehouse duties as assigned by the Warehouse Associate Supervisor or Operations leadership.

Qualifications, Experience, and Education

- Prior warehouse, distribution, or physical labor experience preferred but not required.
- Experience working in food handling, cold storage, or material-handling environments is a plus.
- Valid driver's license required; must meet organizational requirements to operate company vehicles.

Skills and Abilities

- Ability to perform physical work, including heavy lifting, moving, and stacking products throughout the day.
- Ability to safely operate forklifts and material-handling equipment (or willingness to be trained).
- Attention to detail and ability to follow instructions accurately.
- Ability to work safely and efficiently in a fast-paced warehouse environment.
- Strong teamwork and communication skills.
- Willingness to follow safety, food handling, and operational procedures consistently.
- Commitment to Channel One Regional Food Bank's mission and values.

Wage and Benefits

Starting wage: \$19.00/hour

Benefits include:

- Health Insurance
- Company paid Employee Dental Insurance
- Company paid Employee Life and LTD Insurance
- 401(K) with employer match
- 9 Paid Holidays
- Paid Vacation and Paid Sick Leave
- 30 Minutes paid lunch breaks