



Channel One Regional Food Bank JOB OPENING

Job Title: Food Bank Warehouse Associate/Order Picker
Classification: Full-time 40 hours/week
FLSA: Non-exempt
Schedule: Monday-Friday / 7:00am – 3:00pm
Reports to: Warehouse Associate Supervisor
Wage: \$19.00/hour

Job Summary:

The Warehouse Associate is responsible for pulling agency orders from dry, cooler, and frozen storage areas, assembling, staging, and loading orders for food bank agencies. Additionally, the Warehouse Associate will assist in basic maintenance and general upkeep of the facility. Secondary duties include assisting with the receipt of product, unloading, recording and storing shipments.

Primary Responsibilities:

1. Pull and assemble food bank agency orders in an accurate and timely manner.
2. Load agency orders after evaluation of overall condition and sanitation of carrier, including shipment of temperature sensitive products.
3. Check and log warehouse temperature and record data daily.
4. Accept walk-in donations for food shelf and assist donors as needed.
5. Assist with monthly maintenance of warehouse dry, cooler, and frozen space as instructed by Supervisor and complete documentation per Feeding America requirements.
6. Provide quality service to individual agencies when they are picking up orders. Answer their questions on our products or services or refer them to proper staff.
7. Conduct staging, final product check, documentation and loading of any shipments as needed.
8. Work to maintain a clean, safe, and orderly facility, following AIB and Feeding America standards, including performing cleaning and maintenance tasks, pest mitigation, emptying warehouse trash containers, and other duties as assigned.
9. Perform other job tasks as required.
10. Attend all required meetings and/or training sessions, as required.

Secondary Duties:

1. Assist with warehouse receiving. Complete product receiving sheets and inbound inspection logs.
2. Unload product from trucks.
3. Weigh in, count, and label each incoming product as needed. Observe all required use-by dates and donor restrictions to distribution.

Qualifications:

- High school diploma or GED required.
- Minimum one year of forklift experience on either sit-down or stand-up model required. Experience on both preferred.
- Minimum one year of experience working in a warehouse environment required.
- Good communication, organizational, time management and mathematical skills
- Dependable and reliable; strong customer service skills
- Must be able to handle physical workload, including bending, stooping, reaching, pushing, pulling, and lifting heavy objects weighing at least 50 pounds repeatedly.
- Inventory experience and computer skills needed.

Benefits include:

- Health insurance
- Company-paid Dental, Life, and Long-term Disability Insurance
- FSA Medical and/or Dependent Care
- HSA
- 401(k) with up to 2% employer match
- Paid Vacation
- Paid Sick & Safe Leave
- Two Floating Holidays/year
- Nine paid holidays/year
- Paid 30 minute lunch break
- Direct Pay Deposit

To apply send resume to:

Linda Lovik

Assistant Director/HR

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