

We Feed People, Because No One Deserves to be Hungry



Job Title:	Warehouse Associate	Reports To:	Warehouse Lead
Department/Group:	Warehouse	Training:	On the job training provided
Work Week:	5 days per week; 8 hours per day	Travel Required:	Travel to off-site distribution
Wage Classification:	Non-exempt	Position Type:	Full-time

Job Description

SUMMARY POSITION STATEMENT

This position exists to be a member of the warehouse team

ESSENTIAL FUNCTIONS/ROLES & RESPONSIBILITIES

- Supports inventory activity of the warehouse, including maintaining accurate and timely documentation, proper storage and sorting of incoming and outgoing foods, etc.
- Consistent attendance and punctuality are required and expected to work the hours set by KPFB and/or the schedule set by the Executive Director
- Assists other departments (Cache, agency office, Fireweed Diner, front office) with food services, including stocking, distribution, etc.
- Ensures timely and accurate reporting to front office
- Coordinates on-site volunteers and work groups
- Provides excellent customer service to agencies and individuals
- Ensures cleanliness and sanitation standards are met and maintained
- Ensures sorting and distribution of food at highest standards
- Ensures all food is utilized, composted or distributed to farmers
- Ensures all items on warehouse calendar are completed in a timely manner
- Drives as needed to pick up and/or deliver food
- Maintains excellent working relationships with vendors, donors, and recipients when picking up and delivering food
- Operates and maintains trucks, forklift, and other warehouse equipment
- Ensures accurate inventory and documentation, including use of warehouse management software
- Other duties as assigned

LEGAL CONCEPTS

- Compliance with USDA regulations
- Compliance with OSHA safety guidelines
- Maintain client confidentiality
- Maintains food worker card certification

POSITION REQUIREMENTS

Education:

- High school diploma or equivalent
- Valid Alaska driver's license

Experience:

- Demonstrates basic administrative and organizational skills
- Possesses strong communication skills
- Attends all required trainings
- Possesses a basic understanding of volunteer engagement
- Possesses math skills to ensure accurate inventory records
- Possesses exceptional knowledge of customer service

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- Possesses intermediate computer skills and knowledge

Physical:

- Regular lifting of up to 50 pounds
- Requires eye-hand coordination and manual dexterity sufficient to operate equipment
- Requires ability to stand and sit for extended periods at a desk

CORE VALUES

- Treats all co-workers and clients with dignity and respect
- Projects a professional manner and image
- Adheres to ethical principles
- Communicates professionally and effectively – focuses on cooperation and win-win outcomes
- Abides by the policies and procedures outlined in the Kenai Peninsula Food Bank (KPFB) employee manual
- Follows and enforces the mission of KPFB
- Reports any safety and/or health concerns to management as soon as they become apparent
- Brings their best work and attitude to KPFB
- Expected to handle complaints and grievances professionally, adhering to the employee manual and to uphold employee core values

JOB RELATIONSHIPS

- Interacts with all staff, particularly warehouse
- Interacts with other food bank teams to ensure accurate and timely inventory and delivery

Reviewed By:		Date:	
Approved By:		Date:	
Last Revised By:	Lillygean Murray	Date:	9-10-2024