

YUMA COMMUNITY FOOD BANK JOB DESCRIPTION WAREHOUSE ASSOCIATE

POSITION REPORTS TO:	Operations and Production Services Manager
LOCATION:	Yuma Office
DEPARTMENT:	Operations
CLASSIFICATION:	Non-Exempt
WORK HOURS:	Full-time, Monday–Friday, 40 hours per week; occasional Saturday
SALARY RANGE:	\$15.50 – \$22.59 HOURLY
SUPERVISES:	N/A
BENEFITS:	Medical, Dental, Vision, Retirement (SIMPLE IRA with employer match of up to 3% available after 12 months of employment.)

DISTINGUISHING FEATURES OF THIS POSITION:

The Warehouse Associate supports the mission of the Yuma Community Food Bank by assisting in the receiving, storage, and distribution of warehouse products.

ESSENTIAL FUNCTIONS:

- Accurately and efficiently fill, stage, and load agency orders
- Accurately input orders into CERES
- Work with warehouse team to maintain food safety, pest control, and inventory control standards
- Comply with safety policies and programs developed for warehouse operations
- Support volunteer activities as necessary and assigned
- Support efforts to maintain clean, safe, and orderly food bank
- Perform routine inspection/preventive maintenance program of all warehouse equipment, as assigned, and required
- Enforce warehouse procedures to prevent theft
- Other duties as assigned by the Operations and Production Services Manager

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of Yuma and surrounding area geographic layout and street locations
- Adequate verbal and written communication skills
- Safe Warehouse Practices
- Food Safety Practices
- Computer literacy
- Forklift Operations, Pallet Jack and Cardboard Baler
- Ability to handle high volume of work in short periods and with accuracy
- English, preferred. Speak and follow oral and written instructions in the English language

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl and taste or smell; regularly required to stand and walk; and frequently required to sit, use hands to finger, handle, or feel, reach with hands and arms, and talk or hear. May occasionally be required to lift up to 50 pounds.

OFFICE ENVIRONMENT: Moderate. General warehouse climate variations including excessive cold in refrigeration units and heat during the summers. Off site: Frequently working outside for several hours when on distributions.

MINIMUM QUALIFICATIONS:

Education: High School Diploma or equivalent

Experience: Have previous experience in a similar position. Must have organizational skills. Multi-Tasked oriented and need little or no supervision to complete tasks.

Licenses: Valid Arizona license insurable through YCFB.

ACKNOWLEDGMENT

I, _____, understand and agree with the content of the above job description and hereby affirmatively represent and otherwise warrant that my conduct and job performance will comply therewith. It is further acknowledged, agreed and understood that the execution of this Acknowledgment in no way, whatsoever, creates or implies a contract of employment between the Yuma Community Food Bank and me. I fully acknowledge, agree and understand that my employment with the Yuma Community Food Bank is at the will of the Yuma Community Food Bank and that my employment therewith may be terminated at any time, for any reason or for no reason at all. I further acknowledge, agree and otherwise warranty that at no time will I allege or otherwise contend that the execution of this Acknowledgment created a contract of employment between myself and the Yuma Community Food Bank, whether express or implied in nature.

Signature

Date