



Job Description

Position: Warehouse Worker/ Forklift Driver

Reports to: Warehouse Manager

Status: Non Exempt; full time; 40 hours per week with some nights and weekends required.

Position description: The warehouse worker / Fork Lift driver is responsible for assisting in all areas of warehouse operations. This includes pulling orders, using standard warehouse equipment and general warehouse cleaning.

Duties

- Responsible for pulling and distributing food orders for member programs and internal programs, including the updating of invoices.
- Assists in unloading and completing proper documentation for product donations.
- Assists in unloading shipments and completing proper documentation.
- Assists in monthly inventory processes.
- Keeps warehouse organized and stocked.
- Assists in paperwork tracking on critical issues such as temperature logs, chemical storage and food safety to meet all warehouse standards.
- Responsible for the daily housekeeping of work area.
- Perform other duties as assigned by the Warehouse Manager or the Director of Operations.

Position Requirements

- Attention to detail
- Ability to organize, plan and prioritize
- Ability to work on multiple tasks and or projects
- Ability to work independently and be a team player
- Ability to work with diverse group of people.

Additional Requirements

Must be able meet with or without reasonable accommodation:

Ability to walk, stand, sit, kneel, push, stoop reach above the shoulder, grasp, pull, bend repeatedly, identify colors, hear, see, write, count, read ,speak, analyze, alphabetize, lift and carry 50 lbs., perceive depth, operate a motor vehicle, and operate motor equipment. Must be able to work protracted or irregular hours.