

Second Harvest Food Bank of East Central Indiana

Position Description: Warehouse/Distribution Staff

Date Updated: April 2017

Place in the Organization:

- Reports to Warehouse Manager
- Part-time, non-exempt status

Purpose:

To execute the SHFB's operational and facility related functions including: warehouse operations, logistics, inventory management, food processing.

Duties and Responsibilities:

- To effectively perform in systems and procedures for receiving, distributing, transferring, storing and processing inventory that will result in effective control of inventory and efficient distribution of food
- Other duties as assigned

Skills and Experience

- Commitment to understanding and supporting SHFB's mission. Shows compassion and appreciation for hunger issues
- Average written and oral communication skills
- Familiarity with the concepts of inventory management
- Experience in transportation and logistics

Competencies

- Positive Attitude, Customer Focus, Team Focused
- Ability to lift up to 40 lb. cases repeatedly
- Ability to work productively for a minimum of 3 hours at a time
- Self-organizing
- Ability to work in dry warehouse without temperature control
- Ability to work in refrigerated or frozen food storage for at least 1 hour at a time
- Ability to safely operate fork trucks, power jacks and all other warehouse equipment
- Ability to work in outdoor weather with food distributions and deliveries
- Ability to work with diverse groups of people
- Ability to safely drive company vehicles as required
- Hold valid drivers license for truck delivery as required
- Accuracy in paperwork
- Arithmetic as required