



EASTERN SHORE WAREHOUSE ASSISTANT

Applications accepted through July 19, 2019 -July 31, 2019

(Note: Resumes will be reviewed on a rolling basis until position is filled or deadline.)

Position Overview:

The ES Warehouse Assistant physically works in a food distribution warehouse with commercial chill and freezer operations. Person will support the distribution and delivery of dry goods and chill and freezer products for the Eastern Shore Branch of the Foodbank of Southeastern Virginia.

Under limited supervision of the Branch Manager, develops systems and procedures for warehouse using best practices models. Coordinates other the Eastern Shore staff on organizing warehouse pick schedules, deliveries and overall cleanliness.

Responsible for the maintenance oversight of the Eastern Shore vehicles and equipment.

Assists and works in conjunction with Branch Manager to ensure Warehouse and Facility is up to all Food Safety and Sanitation Standards. As necessary, delivers product for agencies and picks up product from donors for delivery back to the Foodbank.

Work Hours/Shift:

Monday-Friday; full-time, some weekend and evening work required

Essential Education:

High school diploma or general education degree (GED)

Work Experience:

Minimum: 2 years related experience

Duties:

- Maintains warehouse in a manner that ensures compliance with external regulatory bodies, including, but not limited to Feeding America and OSHA regulations, and assures integrity and accountability of inventory.
- Maintains agency shopping area of warehouse to ensure timely distribution of donated goods.
- In conjunction with Office Coordinator, maintains accurate computerized inventory status generating monthly inventory reports.



- Assures proper procedures/systems for all Warehouse activities with which he/she is involved.
- Pulls orders accurately and communicates any discrepancies to Office Coordinator and Branch Manager.
- Commit to and understand the FSEVA's mission. This includes active participation in sharing the mission, vision and values of the organization, internally and externally, creating a culture of active philanthropy for and through all staff.
- Supervise volunteers during tasks/assignments and show/share responsibility for the overall Volunteer Experience at the Foodbank.
- Complete other tasks as assigned or requested by the direct supervisor, department head or Senior Management.

Required Skills, Abilities & Certifications/Licenses:

- Language Skills: Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.
- Ability to write routine reports
- Ability to communicate effectively before agencies and/or employees of organization
- Mathematical Skills: Ability to add, subtracts, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.
- Ability to compute rate, ratio, percent and to draw and interpret bar graphs
- Valid Driver's License

Preferred Certificates, Licenses or Registrations:

- Current CDL -B license, with no negative points
- Lift Truck certification training.
- Food Safety Training

Travel Requirements:

None

Physical Demands:

While performing duties of this job, the employee may be required to do the following when working in the office or warehouse environment:

- The employee must, at times, lift and/or move up to 50 pounds when handling donations, documents and files in a mixed office and warehouse.
- Specific vision abilities required by this job include close vision while working with documents, computer screens, and filing.
- Distance vision (clear vision at 20 feet or more), peripheral vision, depth perception and ability to adjust focus when operating equipment.
- Use hands and fingers to handle, or feel and reach with hands and arms.
- The employee frequently is required to stand and or walk for extended periods of time.
- The employee must be able to climb or balance.



- The employee is occasionally required to stoop, kneel, crouch, or crawl.

Compensation and Benefits:

A competitive salary with paid time off, matching retirement contributions, and employer-sponsored health benefits for individuals and their families are just a few of the incentives that make this an exciting opportunity.

The Foodbank of Southeastern Virginia and the Eastern Shore is an Equal Opportunity Employer. The Foodbank encourages applications from qualified persons of every race, ethnicity, national origin, religion, sex, age, veteran status, sexual orientation, and disability.

How to apply: If this sounds like the opportunity for you to serve our community and help eliminate hunger, please send a cover letter, resume and 5-year salary history to orfrecruiting@foodbankonline.org