



Position Announcement  
**Eastern Shore Warehouse Assistant I**

Application Dates:

**January 8, 2021 (open) to TBD – Posting will close upon candidate hire (Close)**

*Resumes will be reviewed on rolling basis until position is filled.*

**About Us:**

Since 1981, the Foodbank of Southeastern Virginia and the Eastern Shore, a member of Feeding America™ and the Federation of Virginia Food Banks, has been providing food for hungry people throughout Southeastern Virginia and on the Eastern Shore. In support of our mission, which is “leading the effort to eliminate hunger in our community” - the Foodbank has distributed over 300 million meals throughout our 4,745 square mile service area, which includes the cities of Norfolk, Portsmouth, Chesapeake, Suffolk, Franklin and Virginia Beach as well as the counties of Southampton, Northampton, Sussex, Isle of Wight and Accomack. For up-to-date information on the Foodbank, visit [www.foodbankonline.org](http://www.foodbankonline.org), Facebook, or Twitter.

**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.

**Duties and Responsibilities:**

- 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.

**Work Hours/Shift:** Full Time/Days

Position requires working nights and/or weekends

**Educational Achievement:**

- Minimum: High school diploma or general education degree (GED).

**Work Experience:** Minimum 2 years related experience.

**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 Skills, Abilities & Certifications/Licenses:**

- Forklift certification
- Virginia Commercial Driver's License [B Classification]

**Job Types:** Full-time with Benefits

The Foodbank of Southeastern Virginia and the Eastern Shore is committed to the full inclusion of all qualified individuals. If a reasonable accommodation is needed to complete the application process please contact the employer directly at [orfrecruiting@foodbankonline.org](mailto:orfrecruiting@foodbankonline.org).

*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.*