



Position Announcement

Warehouse Assistant I Freezer/Chill

Application Dates:

April 15, 2021 (open) Until Filled.

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, Facebook, or Twitter.

Job Description

The Foodbank of Southeastern Virginia and the Eastern Shore is looking for a Warehouse Assistant I for the Freezer/chill. This position requires physical labor, loading, unloading and organization. The Warehouse Assistant provides numerous services and labor for successful non shelf stable food distribution and other necessary duties for Warehouse operations. All necessary protective clothing needed to work within the sub-zero environment will be provided onsite by the Foodbank.

As directed by the Logistics & Facilities Manager, the Warehouse Assistant will support all chill and freezer operations. The person maintains freezer area 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. Monitors and checks own work, to meet quality standards; demonstrates a high level of care and thoroughness; checks work to ensure completeness and accuracy.

The ideal candidate will present a positive image of self and the organization; have at least 2 years of stocking experience/maintaining freezer or chill, or related experience.

Work Hours/Shift: Monday-Friday; full-time, non-exempt; some weekend and evening work required.

Essential Education: High school diploma or general education degree (GED)

Requirements:

- Ability to read and interpret documents such as pick tickets, safety rules, operating and maintenance instructions and procedure manuals.
- Ability to maintain all paperwork and records assigned to this position.
- Ability to add, subtracts, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.
- Ability to write routine reports.
- Ability to load and off load in chill or freezer conditions.
- Lift Truck certification [will be acquired after hire].
- Food Handler’s/Manager’s Certificate [will be acquired after hire].

Certificates, Licenses or Registrations:

- Valid Virginia Commercial Driver’s License [B Classification] with no negative points.
- Lift Truck certification training. [Recertification by Foodbank will be provided].
- Food Safety Training will be required after hire.

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.

Travel Requirements: None.

Job Type: Full-time

Pay: Minimum \$14.40 per hour

Benefits: Health, Paid Time Off, 12 Paid Holidays, 401K, Employee Development, Scholarship Program

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.

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.