



Position Announcement

**Warehouse Assistant I**

Application Dates:

**August 25, 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](http://www.foodbankonline.org), Facebook, or Twitter.

**Job Description**

The Foodbank of Southeastern Virginia and the Eastern Shore is looking for a Warehouse Assistant I. The Warehouse Assistant I supports the dry goods warehouse and chill box/freezer operations for the Foodbank of Southeastern Virginia. The person will perform a variety of Foodbank warehouse activities meeting operational objectives while ensuring compliance with safety, security, regulatory and company policies.

In this position you will provide numerous physical labor intensive services, including but not limited to: loading and unloading trucks, picking orders for shipment, stacking and unstacking box cases of food products. The Warehouse Assistant I may also be called upon to work in and out of harsh Chill Box and Freezer conditions.

The ideal candidate will present a positive image of self and the organization; have at least 6 months of stocking experience/maintaining freezer or chill, or related experience. Preferred 2 years warehouse experience and order picking.

**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 write routine reports.
- Ability to add, subtracts, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.

- Ability to maintain all paperwork and records assigned to this position.
- Interest in and commitment to the mission of the Foodbank.
- Ability to work in a diverse environment with people of various educational, ethnic and socio-economic backgrounds and ages.
- Ability to perform duties in accordance with the Foodbank's Illness and Injury Prevention Program.
- 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:** Up to \$14.40 per hour.

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

**To Apply:** Submit an online application at <https://foodbankonline.org/about-us/careers/>.

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 [orfre recruiting@foodbankonline.org](mailto:orfre recruiting@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.*