



Position Announcement

Warehouse Assistant I

Application Dates:

December 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. The ES Warehouse Assistant physically works in a food distribution warehouse with commercial chill and freezer operations. This person will support the distribution and delivery of dry goods/chill and freezer products for the Eastern Shore Branch of the Foodbank of Southeastern Virginia. Under limited supervision of the Branch Manager, the Warehouse Assistant develops systems and procedures for proper warehousing.

In this role you will coordinate with the Eastern Shore staff on organizing warehouse pick up schedules, deliveries, and overall cleanliness of the warehouse. You will be responsible for the maintenance and oversight of the Eastern Shore vehicles and equipment. Assists and works in conjunction with the Branch Manager to ensure Warehouse and Facility is up to all Food Safety and Sanitation Standards. As necessary, delivers product to agencies and picks up product from donors to return to the Foodbank.

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; weekend and evening work required.

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

Requirements:

- 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.
- Ability to read and interpret documents such as pick tickets, safety rules, operating and maintenance instructions and procedure manuals.
- Ability to draft routine reports.
- Ability to add, subtracts, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.

Certificates, Licenses or Registrations:

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

Physical Demands: While performing duties of this job, the employee is regularly required to 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 (sharp vision at 20 feet or more); peripheral vision, depth perception and ability to adjust focus when operating equipment.
- Use hands and fingers to manage or feel and reach with hands and arms.
- The employee frequently 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: Limited travel to various trainings.

Job Type: Full-time.

Pay: Up to \$14.80 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 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.