



Position Announcement
Western Tidewater Warehouse Assistant
Job Location: Franklin, Virginia
Application Dates:
Internal and External Posting July 15, 2022

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.

Position Overview: The Warehouse Assistant I supports the dry goods warehouse and chill box/freezer operations for the Foodbank of Southeastern Virginia and will perform a variety of Foodbank warehouse activities meeting operational objectives while ensuring compliance with safety, security, regulatory and company policies. The Warehouse Assistant 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 may also be called upon to work in and out of harsh Chill Box and Freezer conditions.

Work Hours/Shift: Monday-Friday; work hours vary depending on tasks, meetings, projects, events, etc.; some weekend and evening work required for meetings and special events.

Duties and Responsibilities:

- Under the supervision of their direct supervisor, the Warehouse Assistant will maintain the general storage, food storage, refrigerated and frozen foods warehouse of the Foodbank.
- He or she will maintain warehouse and 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.
- Pulls orders accurately and communicates any discrepancies to their direct supervisor.
- Communicates maintenance and service needs for all equipment used to direct supervisor.
- Assures proper procedures/systems for all Warehouse activities with which he/she is involved.
- 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.

Educational Achievement:

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

Work Experience:

- Minimum: 6 Months related experience.
- Note: Experience refers to paid and unpaid experience including volunteer work (e.g., professional, philanthropic, religious, spiritual, community, student, social).

Required Skills, Abilities & Certifications/Licenses:

- 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].

Preferred Skills, Abilities & Certifications/Licenses:

- Lift truck certification.
- Valid Commercial Driver's License Class B

Physical Demands: While performing duties of this job, the employee is regularly required to when working in office or warehouse environment.

This job requires that weight be lifted or force be exerted up to 50 pounds when handling donations, documents and files.

- Close vision (clear vision at 20 inches or less) 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.
- Regularly required to talk or hear when communicating with employees and clients.
- Use hands and fingers to handle, or feel
- 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.

Pay Rate: Minimum Base Pay Starts at \$15.00/hour – pay may be higher for candidate based on education level, experience, credentials...

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.