



Position Announcement
Warehouse Assistant- Western Tidewater
Application Dates:
March 24, 2023 (open) Until Filled.

Resumes will be reviewed on rolling basis until position is filled. About Us:

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 Foodbank of Southeastern Virginia and the Eastern Shore is looking for a Warehouse Assistant for the Western Tidewater Branch located in Franklin, VA. The Warehouse Assistant will physically work in a food distribution warehouse with commercial chill and freezer operations. This person will support the distribution and delivery of all commodity goods for the Western Tidewater Branch of the Foodbank of Southeastern Virginia and the Eastern Shore.

Under limited supervision by the Director of Logistics, this position will develop systems and procedures for warehouse best practices, coordinate other Western Tidewater staff on organizing warehouse pick schedules, deliveries and overall cleanliness, be responsible for the maintenance oversight of the Western Tidewater vehicles and equipment. The Warehouse Assistant will work in conjunction with the Director of Logistics and the Donor and Community Impact Manager to ensure the 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.

Work hours: Monday – Friday; full-time. This position requires the occasional nights and/or weekends.

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 Donor and Community Impact Manager, 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 Donor and Community Manager and Director of Logistics.
- 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.
- Support the Facilities and Environmental Health Manager in ensuring safety and health compliance and reporting facility issues.
- Support Western Tidewater driver with loading and unloading trucks and with local deliveries and pickups. (Non CDL)
- Support 618 Marketplace by completing and leading/training volunteers to conduct quality assurance, stocking and sorting.
- Keep all items in the warehouse clearly marked for easy access.
- Maintain all cleaning protocols (chill, freezers, bins, displays, flours, etc.)
- Suggest and help implement new systems and protocols as needed.

Educational Achievement:

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

Work Experience:

- Minimum: 2 years of related experience.
- Preferred: 2 to 5 years warehouse 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, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals.
- Ability to work independently with minimal supervision.
- Ability to prioritize tasks and demonstrate efficient time management.
- Demonstrate attention to detail, accuracy, and compliance with deadlines.
- Ability to work cooperatively and collaboratively with other Foodbank staff, volunteers, community organizations, donors, and vendors.
- Valid Driver's License.

Preferred Skills, Abilities & Certifications/Licenses:

- Forklift Certification
- Virginia Commercial Driver's License (B classification)
- Experience with warehouse tracking systems like CERES, AE3

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

- Lift weight or force be exerted up to 50 pounds when handling donations, documents or files.
- Close vision (clear vision at 20 feet or more); 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.

Travel Requirements:

- Limited travel to various trainings.

Pay: Starting at \$16.00/hour

How to Apply: <https://foodbankonline.org/about-us/careers/> or email cover letter and resume to orfrecruiting@foodbankonline.org , Subject: Warehouse Assistant, Western Tidewater

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.