



Position Announcement

Warehouse Lead

Application Dates:

March 16, 2023, Until May 23, 2023.

Resumes will be reviewed on a rolling basis until the position close date.

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 Lead for the ambient warehouses located in Norfolk, 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 Norfolk, Eastern Shore and Western Tidewater locations 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 Norfolk staff on organizing warehouse pick schedules, deliveries, and overall cleanliness. The Warehouse Lead will work in conjunction with the Director of Logistics, Transportation Manager and Warehouse Manager to ensure the warehouse and facility is up to all Food Safety and Sanitation Standards. As necessary, delivers products for agencies and picks up products from donors for delivery back to the Foodbank.

Work hours: Monday – Friday; full-time. This position requires 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.
- Under limited supervision of the Director of Logistics and Warehouse Manager, provides floor supervision and support for other Warehouse Assistants to maintain general storage, food storage, refrigerated and frozen foods warehouse of the Foodbank.
- Ensure all truckloads of products are received according to the Foodbank's policies and procedures in concert with the inventory control staff.
- Assures an elevated level of order picking accuracy from warehouse staff by checking all picked orders daily.
- Ensures proper scheduling of all warehouse pick tickets while working closely with the Programs and Agency teams.
- Monitor warehouse staff performance ensuring timely and accurate completion of projects and tasks.
- Supervise volunteers during tasks/assignments and show/share responsibility for the overall Volunteer Experience at the Foodbank.
- Train new warehouse staff as needed.
- Maintains accurate records for all Foodbank receipts and pick tickets in concert with inventory control staff.
- Serves on Safety Committee that ensures implementation of the Foodbank's Injury and Illness Program.
- Oversees records for daily warehouse cleaning, general and food safety policies, and procedures. Ensures all warehouse staff comply with all Foodbank regulations and procedures.
- Assures maintenance of all Foodbank equipment by working with the Warehouse/Facilities Manager to schedule regular maintenance and repairs.
- Oversee warehouse volunteers as needed.
- As required, drive Foodbank vehicles to make pick-up and deliveries.
- Commit to and understand the Foodbank'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 task/assignments and show/share responsibility for 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)
- Preferred: Associate degree

Work Experience:

- Minimum: 3 to 5 years of warehouse experience, with some supervisory team-leader experience.
- Preferred: 2 years warehouse management experience, including report writing.

Required Skills, Abilities & Certifications/Licenses:

- Previous experience training, reviewing, and developing staff.
- Daily pick ticket and receiving experience.
- Proficiency in inventory, stocking, and order picking
- Extremely detail oriented.
- 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.
- Valid Virginia driver's license and clean driving record.
- Food Handler's/Manger's Certificate (required post hire)

Preferred Skills, Abilities & Certifications/Licenses:

- Forklift Certification
- Valid Commercial Driver's License Class B
- Experience with warehouse tracking systems like CERES, AE3

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

- Lift weight or exert force up to fifty pounds when handling donations, documents, or files.
- Close vision (unobstructed vision at 20 feet or more); working with documents, computer screens and filing.
- Distance vision (unobstructed 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 \$17.00/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.