

Job Title: Warehouse Assistant I Freezer/Chill	Department: Operations/Warehouse	Supervisor: Logistics & Warehouse Manager
Job Code: OP146	FLSA Status (HR Use Only): <input type="checkbox"/> Salary Exempt <input checked="" type="checkbox"/> Hourly Non Exempt	Rev. Date: 11/19/2021
Min	Median	Max
\$15.80	\$18.06	\$20.95
Job Step-up Positions:	Warehouse Floor Supervisor	CDL Driver I
		Comp Data: 10/23/2021

Position Overview:

- The Freezer Warehouse Assistant position is physical work in and out of harsh Chill and Freezer conditions. The position will support all chill and freezer operations for the Foodbank of Southeastern Virginia.
- The person provides numerous services and labor for successful non shelf stable food distribution and other necessary duties for Warehouse operations. All necessary protective clothing needed to work within the sub-zero environment will be provided onsite by the Foodbank.

Work Hours/Shift: Full Time/Days

Position requires working nights and/or weekends

Duties and Responsibilities:

- Under the supervision of the Warehouse/Facilities Manager or designee and in conjunction with the other Warehouse Assistants, maintains 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.
- Required to wear protective clothing while working in Chill and Freezer spaces.
- Assists with all incoming and outgoing freezer/chill product.
- Pulls orders accurately and communicates any discrepancies to Inventory Specialist or WH/Facilities Manager.
- Responsible for housekeeping procedures in the Freezer/Chill area.
- Helps to monitor temperature control log;
- Communicates maintenance and service needs for all equipment used to Floor Supervisor and/or Warehouse and Facilities Manager.
- Assures proper procedures/systems for all Freezer and 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.

Foodbank of Southeastern Virginia (referred to below as the "Foodbank") employees are "at-will" employees. Nothing in this Job Description should be construed as creating an express or implied employment contract that will bind either employees or the Foodbank.

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.

Educational Achievement:

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

Work Experience:

- Minimum: 2 years related experience.

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.

Travel Requirements:

- None

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General Sign-off: Employees are expected to adhere to all company policies and procedures.

I have read and understand this explanation and the job description.

Employee Print/Signature: _____ Date: _____

Supervisor Print/Signature: _____ Date: _____

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