



### Job Description

<b>Job Description Title:</b>	Warehouse Team Member (Truck Loader)	<b>Primary Supervisor(s):</b>	Director of Operations
<b>Location:</b>	Gassaway Warehouse	<b>Travel Required:</b>	Some
<b>FLSA Classification:</b>	Non-Exempt – Hourly/Salary	<b>Position Status (FT, PT, etc.):</b>	FT/PT
<b>General Workday/Week:</b>	Monday-Friday, Times Vary	<b>Physical Demands:</b>	Moderate/Heavy
<b>Required Education and Experience:</b>	Minimum of 1-2 years operations and/or warehouse experience in food industry is preferred	<b>Safety Sensitive:</b>	Yes

**PHYSICAL / ENVIRONMENTAL DEMANDS:** *The table below shows how much on-the-job time is spent in the following physical activities:*

ACTIVITY:	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing				X
Walking				X
Sitting		X		
Using hands to finger, handle or feel				X
Reaching with hands and arms				X
Climbing or balancing		X		
Stooping, kneeling, crouching, or crawling			X	
Talking or hearing				X
Tasting or smelling		X		
Driving			X	

This position is described as **Moderate/Heavy** performing strenuous daily warehouse activities. This position requires lifting or carrying items more than 75% of the time. Frequency of weight lifted is as follows: up to 50 lbs. over 2/3 of the time. This position requires safe and efficient operation of heavy machinery (i.e. forklift, reach truck, electric pallet jack). Training is provided for this equipment. This position requires the individual to work effectively with team members to ensure that MFB's product is loaded in a safe and timely manner. The work environment varies between well-lighted walk-in freezers, well lighted walk-in coolers, and a well-lighted heated warehouse. The noise level varies, but it is usually moderate.

**Equipment Used:** reach truck, forklift, electric pallet jack, manual pallet jack, box cutter, tape gun, stretch wrap, and other packing material



**Our Vision:**

***We believe in a West Virginia where no one goes to bed hungry...today or tomorrow.***

**Position Summary:**

Mountaineer Food Bank provides food and other household items to our emergency food network in 48 counties including programs such as food pantries, soup kitchens, shelters, backpack programs, senior programs, and mobile pantries. With that being said, Truck Loaders work early mornings in the warehouse. This position involves organizing, condensing, and loading products onto all of MFB's distribution vehicles in a timely manner. This position involves constant communication with another loader and critical thinking skills. After loading, this position will work with the Warehouse Team Members doing other tasks as assigned.

**Attributes & Values:**

This position requires an individual that is passionate, focused and shows creativity around the Food Bank vision, mission, and values.

- **Motivated-** intrinsically motivated, diligent and push yourself to do your best work. Always looking for new ways to grow and improve.
- **Humble-** self-confident but not arrogant and quick to share credit and praise others freely. Willing to help the team get the job finished right.
- **Wise-** Emotionally intelligent and know how to communicate with and work well with others. Understand how your words and actions affect the people around you.

**Mountaineer Food Bank uses the Working Genius model ([www.workinggenius.com](http://www.workinggenius.com)) to assess and identify attributes for each position based off the WIDGET model.**

**Essential Duties & Responsibilities:**

*Operations Management*

- Responsible for loading product in an organized, safe, and timely manner
- Responsible for turning on/monitoring refrigeration units while loading product
- Responsible for making truck maps to indicate where product is located at on a truck
- Responsible for maintaining sanitary, safe food handling practices in the warehouse
- Responsible for compliance with all safety and transportation laws
- Provide an accurate accounting of all incoming products to the inventory clerk
- Ensure that all standards are met to keep the highest level of integrity for all donated products.

*Operations Maintenance*

- Maintain cleanliness of the food bank warehouse
- Maintain cleanliness of the food bank equipment



- Report all maintenance need or problems to the Warehouse Supervisor or Director of Operations

*Other*

- Other job duties as assigned.

**Experience:**

Minimum of 1-2 years operations and/or warehouse experience in food industry is preferred

**Job Competencies:**

- Demonstrates a passion, focus, and creativity around Food Bank vision, mission, and values.
- Possesses a strong work ethic with orientation toward accountability, accuracy, and continuous improvement.
- Extremely detail oriented and thorough
- Ability to work as part of a team and effectively collaborate with others to meet goals
- Ability to effectively develop and maintain good working relationships with internal and external (staff, volunteers, etc.)
- Ability to anticipate and meet deadlines as required
- Ability to meet physical demands (lifting, standing, etc.) for long periods of time
- Proficient with heavy machinery
- Demonstrates motivation and initiative

**Physical, Mental, & Environmental Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to:

- Work in a well-lighted, heated warehouse, cooler, or freezer environment.
- Sit, stand, walk, bend, kneel, and use hands, arms, and legs for dexterity, balance and climbing stairs.
- Must be able to stand, walk, bend, kneel, and use hands, arms, and legs for prolonged periods of time.
- Occasionally required to operate warehouse equipment and machines and recognize safety hazards in the workplace.
- Must be able to lift, carry, and balance objects weighing up to fifty pounds.
- Must be able to hear, see, read, and communicate verbally and in writing frequently with a wide range of people from divergent socio-economic and cultural backgrounds and origins.



- Demonstrate a professional demeanor in interactions with all MFB staff, agencies, donors, government officials and the public.
  - Keep informed and consistently practice the policies and procedures of MFB regarding compliance.
  - Possess knowledge of MFB and all programs.

Mountaineer Food Bank is an equal opportunity employer.

2025/JF/JCM



## **Warehouse Team Member-Truck Loader-Full Time**

### **Feed. Engage. Strengthen.**

Imagine a place where your talent can make a meaningful difference in people's lives. Working at Mountaineer Food Bank is a uniquely rewarding experience. Our employees and volunteers work together as vital parts of a much larger mission: to feed our hungry neighbors in West Virginia. We are innovative, mission-focused, diverse, collaborative, values-driven, and focused on results. We are a West Virginia non-profit and the state's largest feeding organization. Located in the heart of West Virginia, our mission is to feed West Virginia's hungry and empower communities to end hunger.

### **What you'll do**

We need an individual that can keep up with our warehouse team! If you enjoy hands-on physical work, are highly motivated, and a bit of a neat freak, then our warehouse is right for you. Our team works in dry and cold storage areas to receive, store, and build food orders that feed thousands of people every day. Your hands will move the food that feeds over 250,000 people in West Virginia.

### **Here are examples of what you'll be doing everyday:**

- Correctly loading and unloading our regular delivery trucks in the early morning. Starts between 3-4am!
- Building orders for food pantries, including dry, refrigerated, and frozen products.
- Doing inventory (we count everyday), it's critical to our success.
- Loading and unloading trailers and other vehicles.
- Using cool equipment such as pallet jacks, forklifts, and reach trucks (we do on-site safety training).
- Keep our warehouse spiffy clean. Food safety is #1.
- Do your part to help us run smoothly and pitch in wherever you can to advance our mission.



### **And then there's you....**

- Want to be the best. You thrive in a fast-paced environment with tight deadlines and are always thinking two steps ahead of everyone else.
- Not afraid to work hard. Working at in a food bank is tough work, but every day you are feeding a struggling family in West Virginia.
- Willing to roll with the punches. We schedule as much as we can, but every day brings new challenges.
- Team orientated. The person in this role must be willing to help their team to get the job finished right.

### **Of course...**

We are an equal opportunity employer, and all applicants will be considered. We are committed to a diverse and inclusive workplace where we learn and work together to change West Virginia.

This is a full-time position, 38-40 hours per week. Applicants must be able to work a floating schedule starting at 4:00am, Monday-Friday. Wages start at \$15.00 per hour. Includes a generous benefit package including 100% employer paid health, vision, dental, and life insurance. Also includes paid time off, and 401k option. Send resume, references, and cover letter to [jferreebe@mOUNTAINEERFOODBANK.ORG](mailto:jferreebe@mOUNTAINEERFOODBANK.ORG).