**Job Description**

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| Job Description Title: | Warehouse Team Member | Primary Supervisor(s): | Warehouse Supervisor |
| Location: | Gassaway Warehouse  | Travel Required: | None  |
| FLSA Classification: | Non-Exempt – Hourly/Salary | Position Status (FT, PT, etc.): | FT/PT |
| General Workday/Week: | Varies  | Physical Demands: | Moderate/Heavy |
| Required Education and Experience: | Minimum of 1-2 years operations and/or warehouse experience in food industry is preferred | Performance Expectations: | Optional |

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| **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 built and delivered 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 |

**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, our warehouse team members ensure that the food and other household items are built for these programs in a safe and timely manner. This position will receive various shipments of product and be required to keep an accurate daily inventory of this product. In addition, our warehouse team members, will operate heavy machinery to assist with the processes that involve unloading, loading, transfer and rotation of product. MFB’s warehouse team members aim to keep food safe and work efficient.

## ESSENTIAL DUTIES AND RESPONSIBILITIES:

**Operations Management**

* Maintain a daily inventory with less than 2% variance
* Maintain sanitary, safe food handling practices in the warehouse
* Ensure that all food safety standards are met to keep the highest level of integrity for all products
* Maintain physical layout of warehouse that allows an organized and efficient flow of food, while maximizing space
* Unload deliveries and provide an accurate account of all incoming products to the inventory clerk
* Rotate food on a “first in-first out” basis
* Ensure that short shelf life food is distributed to agencies in a timely manner
* Stage agency orders according to MFB

**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 job duties as assigned.

**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

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