



Job Description

Job Description Title:	Warehouse Team Member	Primary Supervisor(s):	Director of Rock Branch
Location:	Mountaineer Food Bank Rock Branch (160 Jacobson Drive, Poca, WV 25159)	Travel Required:	Some - Valid Driver's License Required
FLSA Classification:	Non-Exempt – Hourly/Salary	Position Status (FT, PT, etc.):	Part Time
General Workday/Week:	Varies and May Include Evenings and Weekends	Physical Demands:	Moderate/Heavy
Required Education and Experience:	1-2 years operations and/or warehouse experience in the food industry preferred.	Performance Expectations:	Optional

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 and electric pallet jack). This position requires the individual to provide volunteers with guidance and ensures that MFB's product is built and delivered in a safe and timely manner. The position works as a liaison between the Director of Rock Branch and to individuals or groups volunteering. The work environment varies between a well-lighted AC/Heated office environment and a well-lighted warehouse environment. The noise level varies, but it is usually moderate.

Equipment Used: Computer/laptop, telephone, copier, printer, forklift, electric pallet jack, manual pallet jack, box cutter, tape gun, stretch wrap, and other packing material



Position Summary

The Warehouse Team Member serves as an aid to all warehouse activities including receiving, packaging, loading, unloading and product transfer. This position will also assist the Director of Rock Branch in coordinating, producing, and overseeing volunteer box packing events. The Warehouse Team Member may be required to participate in offsite delivery and distribution activities from Rock Branch and will be assigned to work some evenings and weekends per month. This position is responsible for food safety at the receiving, warehousing, packing and distribution levels.

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
- Load and unload deliveries and provide an accurate account of all incoming products to the Director of Rock Branch
- Rotate food on a “first in-first out” basis
- Building adjusting and breaking down pallets of product for distribution and storage
- Ensure that short shelf-life food is distributed to agencies in a timely manner
- Stage agency orders according to MFB
- Load delivery/transfer trucks according to MFB

Volunteer Engagement

- Assist in organizing volunteer activities
- Engage volunteers in a positive environment
- Create goals for volunteers to achieve
- Work efficiently with volunteers to complete the intended outcome

Operations Maintenance

- Maintain cleanliness of the food bank warehouse
- Maintain cleanliness of the food bank equipment
- Report all maintenance need or problems to the Director of Rock Branch

Perform other duties as assigned by supervisor



Job Competencies:

- Demonstrates a passion, focus, and creativity around Food Bank vision, mission, and values.
- Display a strong work ethic with orientation toward innovation, action, and continuous improvement.
- Have the internal drive to challenge the organization, themselves, and the team to move the needle in our organizational mission.
- Exhibit teamwork by collaborating with others to meet goals.
- Practice effective relationship management with internal and external stakeholders by being relatable and exhibiting a positive attitude.
- Demonstrates proficiency with heavy machinery, technology, software, and Microsoft office
- Have the ability to be extremely detail oriented and thorough

Supervisor's Name/Signature: _____

Date: _____

Employee's Name/Signature: _____

Date: _____

2023/EP