



Warehouse Team Member-Part 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:

- Building orders to food pantries, including dry, refrigerated, and frozen product.
- Doing inventory (we count everyday) it's critical to our success.
- Loading and unloading trailers.
- 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.

MOUNTAINEER FOOD BANK • 484 ENTERPRISE DRIVE • GASSAWAY, WV 26624

PHONE: (304) 364-5518 FAX: (304) 364-8213

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- 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 part time position, 18-28 hours per week. Applicants must be able to work at least a three day per week floating schedule from 7am-5pm, Monday-Friday. Wages start at \$12.00 per hour. Send resume, references, and cover letter to jferreebe@moutaineerfoodbank.org.



Job Description

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

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

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- 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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