

Job Description: Warehouse/Driver



Reports to: Driver Manager and Building Maintenance Manager

FLSA Status: Non-exempt

Date updated: 05/09/2022

Summary

Physical labor involving pick-up and delivery of goods, receipt and distribution of all goods received by and distributed from The Foodbank, along with general warehouse operations and facilities maintenance.

Duties and Responsibilities

- Daily pick-up and delivery of food and related goods in three-county area served by The Foodbank. Pick up and load donated food and other goods from Feeding America local donors, food-drive locations, and other food banks.
- Receive, weigh, and receipt incoming goods. Pull and stage goods to be distributed.
- Maintain goods in the warehouse on a “first expired, first out” basis, including consolidating and rotating skids.
- Handle daily, weekly, and monthly inspections for cleanliness, maintenance and repair of warehouse facility, and pest control in compliance with health and safety standards.
- Perform facilities maintenance and custodial activities, including, but not limited to: cleaning, dusting, sweeping, general maintenance (changing light bulbs, etc.), as well as trash, food compost, recycling, and custodial duties as assigned for overall up-keep of the warehouse. This includes duties assigned on weekly checklist and cleaning up after oneself in the kitchen.
- Support The Foodbank’s programs by loading/unloading trucks, assisting the sorting/packing volunteers (moving skids/pallets), setting up meeting rooms, etc.
- Perform routine warehouse duties operating gas and electric forklifts, and manual and electric pallet jacks in accordance with established safety standards.
- Perform tasks as deemed necessary for efficient operations.
- Any and all responsibilities and metrics as assigned in the new FY2023 Strategic Plan.

Supervisory Responsibilities

This position has no supervisory responsibilities for paid staff.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Requirements

Mandatory:

- Valid Ohio Driver’s License with no violations

Education:

- High school diploma or GED preferred

Experience:

- Five years of warehouse and/or inventory control preferred
- Experience driving vehicles with GVW of 32,000 pounds or less

Skills:

- Ability to organize and maintain facilities
- Relate well to a broad spectrum of individuals using good customer service practices
- Basic communication skills, both written and verbal
- Skilled in use of standard warehouse equipment such as forklifts, manual and electric pallets, hand trucks, scales, etc. preferred

Knowledge:

- Basic mathematics
- General facilities maintenance and warehouse safety
- Working knowledge of computers and related software (Windows, Excel, Word, etc.) preferred

Other:

- Ability to pass alcohol/drug screening and background checks.

Physical Demands

Must be in good physical condition and able to lift 35-50 pounds repetitively as a part of routine duties. Required to use hands to type or key and use a mouse. Must reach with arms, climb stairs, talk, and hear. Specific vision abilities include close vision and ability to adjust focus, with or without corrective lenses.

Work Environment

The noise level in the work environment is usually moderate. Temperatures in the warehouse facility are changeable and subject to external weather conditions. Routine duties are conducted in the warehouse, walk-in freezer, cooler, and outdoors. Steel-toe shoes are required.

I have received and reviewed an updated copy of this Job Description.

Employee signature: _____

Date: _____