

Job Posting: Warehouse/Driver at The Foodbank, Inc.



Job Description

General Summary

Physical labor involving pulling orders, building and staging skids in our warehouse, and loading orders for agency pickup. Also involves driving a box truck to pick-up and deliver goods, receipting and distributing all goods received by and distributed from The Foodbank, along with general warehouse operations and facilities maintenance.

General Responsibilities

- Pull and stage goods to be distributed, within warehouse, cooler, and freezer environments.
- Weigh, receipt, and sort incoming goods.
- Maintain goods in the warehouse on a “first expired, first out” basis, including consolidating and rotating skids.
- Drive a box truck to pick-up and deliver food and related goods in the 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.
- 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 current Strategic Plan.

General information

- Full-time, hourly position with an average of 37.5 hours per week on a 4-day work schedule
- Pay: \$19.00/hr.
- 401(k) match provided after one year; PTO accrual begins after six months; paid holidays; free YMCA family membership and college reimbursement provided. Health insurance and dental insurance are provided to employees at no cost; vision insurance provided at cost to the employee.

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, reliable personal transportation, and proof of insurance

Education:

- High school diploma or GED preferred

Experience:

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

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 the ability to adjust focus, with or without corrective lenses.

Employees who work at The Foodbank, Inc. have several opportunities to work on equipment. Warehouse equipment is used to push, pull, and relocate food, which can vary in weight. NO employee is allowed to use any equipment prior to proper training.

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.

Send resumes to: BTervis@thefoodbankdayton.org

Application deadline: February 11, 2024