WAREHOUSE OPERATIONS ASSOCIATE
Job Description

POSITION: Warehouse Associate
DEPARTMENT: Operations
REPORTS TO: Operations Manager
HOURS: 8:00 am – 5:00 pm, Monday-Friday (Some weekends as needed)
PAY: $17.00 an hour

Interested candidates should submit a resume to HR@mcfoodbank.org

POSITION SUMMARY:
The Warehouse Associate is responsible for inventory accuracy and efficiency of the warehouse. The Warehouse Associate is also responsible for supporting order fulfillment, sanitation and other general warehouse duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
Oversees and coordinates the activities within the organization to ensure the efficient receipt, storage, and distribution of food product in attainment of the organizations' goals and objectives while remaining in compliance with food safety standards.

- Accurately accounts for all products received; completes receiving forms for inventory documentation and receipts donated products.
- Inspects incoming product to ensure loads for accuracy of Bill of Lading, container markings or damage, dates, temperature requirements and pest/contamination in accordance with Feeding America and MCFB.
- Accurately, efficiently, and safely stores items on racks, shelves, bins, or refrigerated rooms/freezers according to product type, size, and expiration date or product code.
- Utilize conscientious and safe handling of all warehouse material handling equipment including pallet jacks, hand dollies and forklifts in order to avoid personal injury to self, others and damage to product, equipment or facility
- Remain knowledgeable of current inventory count, as instructed, by physically counting and accurately recording product quantity and type, notifying manager immediately of discrepancies or problems.
- Maintain a clean, orderly, and safe work area at all times including warehouse, grounds, bins, and equipment, cleans up spills immediately, keeps walk areas and exits clear; locks and secures equipment and facility as required; notifies manager of problems or needed repairs immediately
- Works with and may oversee work of volunteers to complete order processing and customer service, requiring ability to communicate clearly and effectively in explaining procedures or following up with volunteers.
- Demonstrates professionalism an speaks respectfully when interacting with staff, volunteers, and the public.

- May perform other duties as assigned.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in-group problem solving situations; uses reason even when dealing with emotional topics.

Communications - Expresses ideas and thoughts verbally; expresses ideas and thoughts in written form; exhibits good listening and comprehension; keeps others adequately informed; selects and uses appropriate communication methods.

Managing Customer Focus - Promotes customer focus; establishes customer service standards; provides training in customer service delivery; monitors customer satisfaction; develops new approaches to meeting customer needs.

Achievement Focus - Sets and achieves challenging goals; demonstrates persistence and overcomes obstacles; measures self against standard of excellence; recognizes and acts on opportunities; takes calculated risks to accomplish goals.

Planning/Organizing - Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; organizes or schedules other people and their tasks; develops realistic action plans.

KNOWLEDGE AND SKILLS REQUIRED:

- Professionalism that results in a positive, collaborative, and proactive approach with MCFB staff, volunteers, vendors, donors, and other stakeholders
- Highly attentive to detail with impeccable standards of integrity.
- Ability to manage multiple projects from start to finish.
- Ability to read and write in English and at a level that is generally accepted as literate.
- Possess basic math skills including adding, subtracting, multiplying, and dividing.
- Must be certified or working toward certification on all power equipment and have the ability of operate material handling equipment such as dollies and electric pallet jacks.

COMPUTER EQUIPMENT AND SOFTWARE REQUIREMENTS:

- Proficient experience in working with ERP systems.
- Proficiency in Microsoft Office software – 365.
- Latest computer technology -- working connection with all of company's programs and systems.

EDUCATION AND EXPERIENCE REQUIRED:

- High school diploma or equivalent required.
- 6 – 12 months warehousing and order pulling experience.
- Valid Texas Drivers License

TRAVEL REQUIREMENTS

Travel: Yes If yes, up to 10% of the time

Work Environment:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Full-time position
- Duties are performed indoors or outdoors in a warehouse environment
- Interaction is required with other personnel, volunteers, clients and other external parties
- Work in controlled temperature environments and uncontrolled warehouse environments

Physical Demands:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Warehouse environment: extensive walking, standing, bending, stooping, twisting, kneeling, pushing, pulling, lifting and carrying items weighing in excess of 70 lbs.; operates material handling equipment; regularly exposed to variable weather conditions from mild to extreme heat and cold, fumes, and air particles.
- On a regular day individual might be required to lift to 70 lbs. of weight.

DISCLAIMER:
Montgomery County Food Bank is an Equal Opportunity Employer and employment “at will” organization. This job description does not imply or constitute an offer of employment.