

Food Bank of the Albemarle Warehouse/CSFP Production Assistant

Position: Warehouse/CSFP Production Assistant

Reports to: Warehouse Manager

Status: Part-time, average 20 hours per week

Job Qualifications: Strong knowledge of shipping & receiving practices; forklift experience preferred. Must be able to lift 50 pounds, repeatedly. Good understanding of facility maintenance, and quality assurance. Attention to detail required.

Essential Requirements:

- Clearance through a North Carolina Criminal Record Check (provided by employee).
- All Employees must adhere to Personnel Policies.
- All Employees must adhere to “Drug and Alcohol Policy.”
- Willingness to actively pursue appropriate professional development opportunities.
- Ability to work independently and as a team member

Principal Activities of the Positions:

This position is responsible for providing support to all FBA programs with primary focus on CSFP (Commodity Supplemental Food Program), to include performing daily warehousing tasks, inventory control, overseeing production of CSFP Food boxes.

- Assist the Warehouse Manager with daily tasks as well as long term goals.
- Operate forklift, pallet jack and perform daily tasks in compliance with FBA safety practices
- Maintain a clean and safe work area in compliance with all health codes and standards applicable to food acquisition, storage and distribution.
- Stage food production line in preparation for CSFP boxing: i.e., making sure product is pulled based on FIFO
- Direct groups of volunteers to operate food box production line, assign duties and coordinate jobs to ensure efficient production process while facilitating a fun and engaging teamwork experience
- Keep the production line stocked and work with the Warehouse Team to pull items from the warehouse
- Finalize and stage finished product goods including daily counts and inventory.
- Maintain commodity storage area segregated and clearly identified according to NCDA and USDA standards.
- Complete daily tasks in compliance with AIB Food Safety and Handling Manual
- Perform monthly inventory of CSFP commodities
- Maintain good communication with staff, inmates, and volunteers in the completion of daily tasks
- Ensuring all safety and sanitation rules are followed
- Participates in meetings, and strategic planning
- **All other duties assigned**

Each employee is responsible for reporting all damage, accidents, and problems to the Warehouse Manager, as they occur.

The Food Bank of the Albemarle’s relationship with the community, from food donors to volunteers, is one of high

visibility and all staff must exercise a great deal of diplomacy and maintain a friendly and professional demeanor when dealing with these various groups.

All equipment and maintenance training will be provided by senior staff prior to unsupervised operation of maintenance of equipment.

Every employee must subscribe to the mission and vision statements of the Food Bank of the Albemarle. Employees must also adhere to the Food Bank's Drug and Alcohol Policy. All new employees must participate in a criminal background screening at their expense. These documents and requirements are on file in the Office of the Office Manager.

This description is not intended to be an exhaustive list of all responsibilities, duties or skills required of personnel. Rather, they are general in nature and to be clarified upon request. The Food Bank reserves the right to update this Job Description at any time.

The Food Bank of the Albemarle is an Equal Opportunity Employer.