

## **Food Bank of the Albemarle Job Description**

**Position:** Warehouse Worker/Driver

**Reports to:** Warehouse Manager

**Salary level:** Hourly

**Qualifications:** High School diploma/GED or equivalent work experience; 1 or more years experience in a retail or warehouse environment. Knowledge of shipping & receiving practices; forklift experience a plus. Must have and maintain a valid North Carolina driver's license for this position. Must be able to lift 50 pounds, repeatedly. Must be able to drive a manual shift straight truck.

### **Essential Requirements:**

- Applicant to provide clearance through a North Carolina Criminal Record Check.
- Applicant must possess a valid North Carolina CDL-B Drivers License.
- Applicant to provide a 3-year driving record
- 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:**

- Performs Routine Maintenance
- Pre-trip Vehicle Inspections on trucks. Report any variances to management.
- Daily warehouse inspection for Pest & Sanitation.
- Equipment Maintenance and their respective logs for:
  - ✓ Forklifts-Weekly
  - ✓ Temperature - Twice Daily
  - ✓ Freezer and Cooler Sanitation-Weekly
  - ✓ Pest Control - Daily
  - ✓ Cleaning Charts - As tasks are completed
  - ✓ Electric and Manual Pallet Jacks - Weekly
  - ✓ Scaffolding Inspection - As needed
- Updates Daily Donations and Destruction Logs.
- Pulls orders-counting, weighing, and tagging for agency delivery and in house pick ups.
- Ensure accurate distribution of inventory items.
- Stocking of product in FIFO order from racks to floor locations.
- Ensuring lot codes/pallet tags match product on sales orders prior to pulling.
- Maintain a high level of Customer Service with Donors and Agencies.
- Overseeing Sorting operation
- Providing direction to inmates and volunteers assigned to sorting
- Ensure accurate segregation inventory items.
- Ensuring all Safety and Sanitation rules are followed.
- Ability to work as part of a team with volunteers, staff and inmates.
- Maintain good communication with staff, inmates, and volunteers in the completion of daily tasks.  
(When working with the inmates the staff person assigned is responsible for the supervision required to

- ensure accurate completion of any given task.)
- Ensuring all safety and sanitation rules are followed.
  - Ability to work with volunteers and inmates as a team.
  - Participates in staff meetings, strategic planning, and special events.
  - **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.

Drivers of the Food Bank vehicles are responsible for the proper weight and balance of the load. Vehicle overload tickets will be paid by the driver of the vehicle, as well as speeding or moving violation tickets. The Food Bank is not responsible for these acts. All tickets must be reported to your Supervisor immediately.

Accidents that occur with the Food Bank vehicles will be reported immediately. The Food Bank insurance information and the drivers license information will be exchanged with the other driver or party involved. For damage in excess of \$500.00 or where anyone is physically injured the Food Bank Driver must call the Police to the scene.

*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.