



Fighting hunger and poverty in northeast North Carolina

Serving Beaufort, Bertie, Camden, Chowan, Currituck, Dare, Gates, Hertford, Hyde, Martin, Northampton, Pasquotank, Perquimans, Tyrrell and Washington Counties.

POSITION DESCRIPTION

Position Title: Warehouse Worker / Driver – CDL-B

Position type: Full-time

Schedule: Mon – Fri / 8:00am – 4:00 pm, some weekends and evenings

Pay scale: Hourly (+ Benefits*)

Reports to: Warehouse Manager

Supervisory Responsibilities There are no direct supervisory roles associated with this position

- Qualifications:**
- High School diploma/GED or equivalent work experience
 - Must have and maintain a valid, state-issued Driver's License with minimum three years' safe driving history
 - Must have and maintain CDL-B Driver's License endorsement
 - Must be able to safely operate a manual shift straight truck
 - One or more years' experience in retail or warehouse environment
 - Knowledge of shipping and receiving practices
 - Must be able to safely operate manual and electric pallet jacks

- Essential Requirements:**
- Applicant must successfully complete a basic skills test with Meets or Exceeds requirements in all categories which include: Item identification; Pull sheet interpretation; Inventory and item counts; Communications, written and verbal; Logs and task charts
 - Must possess the ability to work independently and as a team member
 - Applicant must provide driving record documentation for the previous three years
 - All employees must adhere to Food Bank of the Albemarle's Drug and Alcohol Policy
 - Must possess the ability to work independently and as a team member
 - Must authorize a North Carolina Criminal Record Check and Motor Vehicle Records Check prior to employment

General Description: Employee will be responsible for preparing, verifying, loading, transporting, and unloading pallets of perishable and non-perishable foods to meet orders from partner agencies and recovery rescue food donations from donor sites. When working in the warehouse, employee may be assigned various warehouse tasks such as stocking, inventory count and sorting, and performing routine custodial functions. Responsibilities include but are not limited to:

Equipment Inspection and maintenance

- Pre-use safety inspections for vehicles, forklifts, electric and manual pallet jacks, and other equipment

**General
Description
(cont'd)**

Equipment Inspection and Maintenance (cont'd)

- Weekly preventive maintenance inspections for vehicles, forklifts, electric and manual pallet jacks, and other equipment
- Inspection and discrepancy log maintenance

Freezer and Cooler sanitation and inspection:

- Weekly cleaning
- Daily temperature monitoring and logs
- Pull orders, count, weigh, and tag for agency delivery and in-house pick-ups
- Ensure all safety and sanitation rules are followed in compliance with Feeding America, AIB and Food Bank of the Albemarle operating guidelines, regulations, and policies

Inventory monitoring and distribution:

- Ensure lot codes/pallet tags match product on sales orders prior to pulling
- Update Donation and Destruction Logs
- Pull orders, count, weigh, and tag for agency delivery and in-house pick-ups
- Ensure accurate distribution of inventory items
- Stock product in FIFO order from racks to floor locations
- Ensure lot codes/pallet tags match product on orders prior to pulling
- Ensure accurate segregation of inventory items
- Ensure all pallets slated for delivery match invoices and are properly loaded prior to departure for deliveries

Routine custodial tasks:

- Warehouse inspections for Pest control and sanitation
- Maintain Cleaning Charts - As tasks are completed
- Scaffolding Inspection – as needed

Other:

- Maintain a high level of customer service when interacting with Donors and Agencies
- Maintaining communication and teamwork with staff and volunteers in the completion of tasks
- Oversee sorting operations and provide direction to volunteers assigned to sorting
- Participate in staff meetings, strategic planning, and special events
- Timely and accurate reporting of all damage, accidents, and problems to the Operations Manager
- Other related duties as assigned

**Physical
requirements:**

- Must be able to lift up to 50 pounds, repeatedly
- Must be able to bend, stand, stoop, and work on their feet.
- Routine entry and work inside industrial refrigerators and freezers

*Standard benefits accrual in accordance with FBA Personnel Policies

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 diplomacy and maintain a friendly and professional demeanor when interacting with various clients, suppliers, and volunteers.

This description is not intended to be an exhaustive list of all responsibilities, duties or skills required of the position. 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.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

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