



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:	Department:	Reports to:
Warehouse Worker / Driver CDL	Operations	Warehouse Manager
Position Type:	Pay scale:	Fair Labor Standards Act (FLSA) Status:
<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Seasonal/Temporary <input type="checkbox"/> Intern	\$19.00 Hourly	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt
	Benefits* <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
	Hours per Week:	Schedule: (business standard hours)
	40	Mon – Fri: 8:00 am – 4:00 pm Hours may vary based on assignment Night and weekend hours may be required

Revision date: 5/14/2026

MINIMUM REQUIREMENTS, EDUCATION, QUALIFICATIONS, CERTIFICATIONS & EXPERIENCE

- High School diploma/GED or equivalent work experience
- **Must have and maintain a valid, state-issued Driver’s License with previous three years safe driving history**
- **Must have and maintain CDL-A or B Driver’s License endorsement**
- Must be able to safely operate a manual shift straight truck
- Must have one or more years’ experience in retail shipping/receiving or warehouse environment
- Must have knowledge and experience in shipping and receiving practices
- Must be able to safely operate manual and electric pallet jacks
- Must authorize a Criminal Record Background Check and Motor Vehicle Report prior to employment
- Must adhere to Food Bank of the Albemarle’s Drug and Alcohol Policy

DESIRABLE SKILLS AND QUALIFICATIONS

- Applicant must successfully complete a basic Warehouse Skills test with Meets or Exceeds Requirements in all categories which include: Item identification, Pull sheet interpretation, Inventory and item counts, Written and verbal Communications, Logs and task chart interpretation and use.
- Must possess the ability to work independently and as a team member
- Must be able to interact professionally and demonstrate excellent customer service skills
- Must exhibit a positive attitude and professional demeanor
- Prior forklift certification and experience preferred

SUPERVISORY RESPONSIBILITIES

There are no direct supervisory responsibilities associated with this role at this time.

POSITION SUMMARY

The Warehouse Worker / Driver – CDL-A or B provides essential support for warehouse tasks, as well as delivery and acquisition of product related to the operational mission of Food Bank of the Albemarle.

When working in the warehouse, employee will be assigned various warehouse tasks such as stocking, inventory count and sorting, and performing routine custodial functions.

When driving, employee will be responsible for preparing, verifying, loading, transporting, and unloading pallets of perishable and non-perishable foods and other supplies to meet orders from partner agencies and recovery rescue food and other product donations from donor sites. Driver may also be responsible for distribution site activities as required.

ESSENTIAL FUNCTIONS**Equipment Inspection and Maintenance:**

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

- Daily and/or Weekly cleaning (as required)
- 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 in support of organizational goals and needs

PHYSICAL REQUIREMENTS

This role requires on-site presence and is not eligible for remote or hybrid telecommuting options.

The physical demands of this position are considered heavy work. Essential job functions include:

- Must be able to lift up to 50 pounds repeatedly
- Must be able to bend, stand, stoop, kneel, crouch, reach (including above and below shoulders), twist, and work on their feet
- Prolonged standing, walking, moving
- Prolonged periods of driving or sitting in a vehicle while traveling to partner, donor or vendor sites
- Must be able to walk on uneven ground, fields, and unpaved areas
- Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus
- The employee is regularly required to talk, hear, and interact without deliberate impediment
- Routine entry and work inside industrial refrigerators and freezers
- Must be eligible to operate a forklift or other automated machinery
- Must be able to safely operate a company vehicle for routine retrieval and delivery of food items from local partners
- Use hands to manipulate, handle, feel, and control items or equipment, including motor vehicle
- Must be able to navigate up and down stairs

TRAVEL

Local travel within the service area to carry out the duties and responsibilities of this position

BENEFITS

*Standard benefits accrual in accordance with the Food Bank of the Albemarle Personnel Policies

DISCLAIMER

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 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.

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.