



Agency Services Warehouse Technician

Reports to: Operations Deputy
Location: Huntsville, AL
Wage: \$12 per hour, plus benefits
Status: Non-Exempt
Type: Full-time

Job Summary: This position will provide warehouse support to the small staff of a nonprofit dedicated to hunger relief and the promotion of healthy local food access. The position includes a variety of manual and computer tasks associated with the acquisition, storage and distribution of food products to include packing orders, unloading deliveries, re-packing food products, operating warehouse equipment, driving a van or a 18-foot refrigerated truck for food pick-ups/deliveries plus general maintenance and cleanup.

Duties and Responsibilities:

Customer Service

- Provide exceptional customer service to the volunteers and staff of charitable feeding programs selecting needed food items from the food bank's warehouse.
- Check-out the feeding programs (we call them agencies) sourcing food from the food bank by weighing their product on large floor scales by product type (frozen food, dry goods, produce, etc.) , documenting the weights and generating computerized invoices.
- Pull product from various sections of the warehouse such as the freezer that agencies have requested.
- Assist agencies with loading product on their vehicles if necessary.

Cleaning

- This role has significant daily cleaning duties to ensure good food handling practices according to food safety standards at all times.
- Maintain a daily cleaning schedule that includes sweeping, moping, rafter sweeps, trash removal, temperature checks, inspections for pest entry points at the base of doors or walls.
- Other cleaning duties as assigned including vehicles as assigned.

General Warehousing

- Perform variety of food warehouse duties including pulling orders, re-packing of food products, general maintenance and janitorial duties in warehouse, office, common areas and grounds.
- Assist in loading and unloading product onto/from trucks. Perform accurate counts of product received and inspect product quality.
- Place products in appropriate storage locations.
- Maintain optimal operating level of warehouse equipment reporting problems to the Operations Deputy as they occur.
- Assist in various inventory counts.
- Assist with food inspections and sorting to ensure a safe food supply.
- Act as a key coordinator in food recall situations – tallying inventory of recall product and participating in proper product destruction.
- Operate electric pallet jacks, and other warehouse equipment with proper certification.
- Operate an 18-foot refrigerated truck or van to perform food pick-ups and deliveries as needed.
- Assist in supervision of volunteers.
- Assist in daily operations of the warehouse(s) and in other activities as required or as assigned by the Operations Deputy, Food Sourcing and Distribution Director and/or Executive Director.

Required Skills:

- High school diploma or GED.
- Good communication.
- Able to use a personal computer and inventory control software.
- Able to work independently and in a team environment.

- Accurately use basic math skills.
- Able to operate all power equipment safely, read labels, tickets and other product documentation.
- Able to use a personal computer.
- Able to lift and carry food inventory weighing up to 70 lbs.
- Willing to work in various temperatures.
- Friendly, helpful customer service skills and strong work ethic.
- Ability to receive directions from the management staff.
- Ability to work with co-workers and a variety of volunteers.
- Valid Alabama driver's license with driving record that meets company insurance requirements.
- Box truck driving experience, preferred.
- Current forklift certification, preferred.

Applications

- Please submit a job application by close of business July 10, 2017 to jobs@fbofna.org.
- Applications are available online at our website: <https://www.foodbanknorthal.org/jobs-2/>

The Food Bank of North Alabama is an equal opportunity employer and provider.
EEO

This job description does not constitute a contract. Thank you for your interest!