



## JOB DESCRIPTION

<b>Job Title:</b>	<b>Warehouse Volunteer Specialist</b>
<b>Classification:</b>	Full-Time, Non-Exempt, Hourly
<b>Hours:</b>	Tuesday – Thursday 12:00pm-9:00pm, Friday 9:00am – 6:00pm, Saturday 8:00am – 3:00pm
<b>Supervisor:</b>	SW Idaho Distribution Manager
<b>Department:</b>	Operations
<b>Reports to:</b>	Southwest Idaho Distribution Manager
<b>Location:</b>	Boise, ID
<b>Posting Date:</b>	Monday, June 1, 2015
<b>Closing Date:</b>	Monday, June 15, 2015 at 5:00 p.m. or until filled
<b>How to Apply:</b>	<a href="http://www.idahofoodbank.org">www.idahofoodbank.org</a>

**Job Summary:** The Warehouse Volunteer Specialist is responsible for performing a variety of manual tasks to assure the setup, coordination, supervision and proper completion of volunteer activities that provide safe food to the community. Tasks are associated with the storage, and distribution of food and other donated products and include repacking food products, operating warehouse equipment, volunteer training and volunteer supervision. Additional requirements include general maintenance and cleanup to keep your areas of responsibility compliant with safe food handling practices and AIB standards. Accurate inventory tracking and count execution as needed and upon request. Lead weekly volunteer shift work planning, organization and execution with great customer service, accuracy and efficiency.

### Basic Qualifications:

- Requires High School Diploma
- 1 or more years related experience and/or training
- Be a strong independent worker, self starter, and able work with minimum supervision
- Effective communication and training skills, and an ability to work with a diverse set of individuals and groups of varying background, age and ability to complete projects as part of a team.
- Excellent interpersonal skills and capable of giving kind and appropriate directions to volunteers.
- Ability to positively interact with internal and external customers.
- Good math, legible writing skills, and ability to keep accurate records.
- Must be a defensive driver with a Class D driver's license, current DMV printout with no moving violations.
- Ability to safely operate all types of warehouse equipment, including, but not limited to, pallet jacks, forklifts, and dock levelers.
- Proficient in Microsoft office programs (Excel / Word)
- Become ServSafe certified; commit to adhering to safe food handling and storage guidelines and practices.
- Professional appearance required
- Individual will be subjected to frequent standing, walking, stooping, kneeling, and crouching. Must regularly lift and/or move up to 40 pounds, frequently lift and/or move 50 pounds, and occasionally lift and/or move more than 50 pounds with assistance or equipment.
- Must have knowledge and prior application of safe work practices and an attitude of safety awareness.
- Ability to manage multiple tasks with excellent organizational skills. Strong problem solving capability and ability to follow detailed instructions
- Ability to lead large groups and exhibit extreme flexibility when it comes to change of tasks and personnel.
- Ability to function in an extreme environment with freezer and refrigeration units.
- Assist with warehouse maintenance.

### General Responsibilities:

- Assure a positive Volunteer experience during all shifts.
- Volunteer shift planning and execution

- Volunteer training, oversight, and execution.
- Provide insight on project recommendations, record keeping, compliance and metrics tracking.
- Warehouse receiving, sorting, storage, and distribution assuring proper handling of supporting documentation in compliance with internal control procedures.
- Assist in opening and closing warehouse daily using best practice methods.
- Maintain good working knowledge of warehouse inventory and practices.
- Assist in daily operation of warehouse and other related activities as required or assigned by Warehouse Coordinator or Boise Operations Manager.
- Assist in facilitating monthly/quarterly inventory, counting, and reconciliation as requested.
- Assist in maintaining cleanliness and order to AIB and Feeding America standards in the warehouse and particular areas of assigned responsibility.
- Must have keen time management skills and the ability to multitask.
- Ensure a FIFO system is used for all inventory including refrigerated, frozen, dry, and CNS products.
- Assist in growth recommendations to distribute product through mobile pantries, direct drops and or other creative means.
- Provide daily records of any destroyed or adjusted products to the Operations Support Specialist.
- Work with others to promote best practices and teamwork among all IFB associates.
- Learn and execute all areas of the operations / distribution group.
- Ensure volunteers have a quality experience and work in a safe environment.
- Track volunteer project metrics, provide data entry, collection and analysis.
- Recommend schedule and product changes to optimize repack inventory and productivity.
- Other duties as assigned.

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