



Job Description

Job Title: Warehouse Specialist / Distribution
Classification: Full-Time, Non-Exempt
Department: Operations
Reports to: SW Idaho Distribution Manager
Location: Meridian, ID
How to Apply: <https://idahofoodbank.org/about/employment/>

Job Summary:

The Warehouse Specialist is responsible for performing a variety of manual tasks associated with the acquisition, storage, and distribution of food and other donated products including pulling orders, unloading deliveries, repacking food products, operating warehouse equipment, volunteer supervision, and general maintenance and cleanup.

Principle Duties and Responsibilities:

- Commit to upholding principles and best practices for food safety. Assist in verifying food safety standards are met for products and packaging materials through visual inspection, product handling and temperature monitoring when applicable.
- Understand the personal responsibility to follow all safety policies and health rules, programs, and procedures, to report all unsafe acts, environment or behaviors immediately and to always report safety issues, incidents or accidents immediately.
- Ensure warehouse areas are clean and sanitary, conduct cleaning activities according to schedule and ensure cleaning records are accurate, complete, and current.
- Ensure all required documentation necessary for compliance with occupational safety, food safety standards and regulatory requirements is complete, accurate and current.
- Distribution of Foodbank assets assuring proper handling of supporting documentation in compliance with internal control procedures. Warehouse receiving, sorting, storage, organization, and transfer of assets, as needed.
- Maintain good working knowledge of warehouse inventory.
- Assist in daily operation of warehouse and other related activities as required or assigned by Warehouse Coordinator or SW Distribution Manager.
- Assist in facilitating monthly inventory, counting, and reconciliation.
- Assist in maintaining cleanliness and order in the warehouse and facility grounds.
- Ensure a FIFO system is used for all inventory including refrigerated, frozen, dry, and CNS products.
- Assist with growth of distribution of product through the mobile pantry program and general distribution to agencies.
- Maintain transfer book and provide daily records of any moved / transferred product, destroyed or adjusted products to the Operations Support Specialist. Transfer book handed in daily (if used) to inventory control.
- May make occasional pick-ups or deliveries to support warehouse operations.
- Other duties as assigned.

You may be assigned one of the following as a primary responsibility in addition to the Principal Duties and Responsibilities:

Distribution Support

- Daily pull and stocking of refrigerated goods for display in distribution, cooler, and dry area and communicate plan to Distribution Manager.
- Responsible for smooth and efficient distribution of products to agencies including, but not limited to, updating appointment board daily, pulling and staging orders, assisting agency

with any shopping and weighing of product, and correctly capturing proper inventory codes in Navision for final print and signature of AOR.

- Ensure the distribution area is neat, clean, free of debris, and media ready at all times.
- Alert Warehouse Coordinator, Inventory Control Supervisor and SW Distribution Manager of any order fulfillment (O's) issues as needed.
- Alert Warehouse Coordinator and or SW Distribution Manager if orders are not staged correctly or picks are not accurate.
- Responsible for daily reporting of all AOR additions and lot specifications correctly entered. All AORs and destroy sheets turned in daily to Inventory Control.
- Plan direct drops and or solicit agencies to receive short dated/bulk product loads to eliminate/reduce waste and improve outbound pounds.
- Other duties as assigned.

Operations / Logistic help as needed

- Pick or pull agency orders and perform other tasks that contribute to smooth operations and enhanced distribution capabilities for all programs.
- Receive incoming loads and prepare for outgoing loads.
- Insure shrink wrap and pallet tags are neat, free of debris, and legible.
- Daily inspections for refrigeration sanitation and neatness which includes cleaning up cardboard and plastic refuse, squaring pallets, moving pallets, and preparing for anticipated next-day work. Assure tidiness and organization of work areas including cooler, and distribution dry storage areas.
- Other duties as assigned.

Volunteer Specialist Support as needed

- Orients, trains, and supervises all volunteers and prepares them to perform their duties in accordance with The Idaho Foodbank's policies and procedures, as needed, as back up.
- Communicates volunteer performance to Volunteer Coordinator and Distribution Manager.
- Other duties as assigned.

Knowledge, Skills and Abilities Required:

- Requires High School Diploma.
- 1 or more years related experience and/or training.
- Must have keen time management skills and the ability to multitask.
- Be a strong independent worker, self-starter, and able work with minimum supervision.
- Effective communication and training skills while working with diverse groups as part of a team.
- Good 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, and a forklift certification including but not limited to pick-up and delivery.
- Ability to drive automatic and standard vehicles, operate standard warehouse equipment and demonstrated ability in maintenance and basic repair of delivery equipment. With training the ability to safely operate all types of warehouse equipment including, but not limited to, pallet jacks, forklifts, pickers, tippers and dock levelers.
- Proficient in Microsoft Office.
- Become Serv-Safe 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 20 pounds, frequently lift and/or move 50 pounds, and occasionally lift and/or move more than 50 pounds with assistance or equipment.
- 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 function in extreme environment with freezer and refrigeration units. Assist with loading and unloading of vehicles, warehouse maintenance, and cleaning of vehicles.
- Ability to work diverse schedule
- Ability to wear company approved safety shoes at all times while on the job

Safety and Compliance

- Commit to upholding policies, principles and best practices for food safety.
- Understand the personal responsibility to follow all safety policies and health rules, programs and procedures, and report all safety issues, incidents or accidents immediately.
- Monitors and complies with cleaning schedule.
- Manage repack activities in such a manner as to not create a risk to food safety, whether through product contamination, cross contact, inaccurate labeling or temperature deviations. Ensure all volunteers wear the proper Personal Protective Equipment for the repack activity being conducted and adhere to all GMPs for food safety.
- Safely operates all warehouse equipment including forklift, pallet jacks, and lifting equipment.

Employment Requirement

- Negative Drug Screen
- Successful Background Clearance
- Ability to wear company approved safety shoes at all times while on the job

Working Conditions

Work is performed primarily in a warehouse environment. Involves walking, periodic lifting and carrying of items that may weigh up to 50 pounds. May work outside normal working hours and occasionally drive own vehicle for various projects.

Disclaimer

This job description in no way states or implies that these are the only duties to be performed by the employee in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give assignments.

This position description excludes the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Equal Opportunity Employer

The Idaho Foodbank is an Equal Opportunity Employer fully committed to attracting and retaining diverse talent. We invest in fostering a diverse work environment that promotes equity and inclusion where our staff and those we serve will be afforded equitable access and opportunities to reach their full potential and feel valued, respected, and supported.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, age, national origin, disability, protected veteran status, gender identity or any other factor protected by applicable federal, state, or local laws.