



**Position Title:** Warehouse Specialist – Order Puller  
**Classification:** Full-Time, Non-Exempt  
**Department:** Operations  
**Reports to:** SW Idaho Distribution Manager  
**Location:** Boise, ID

### **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, and general maintenance and cleanup.

### **Principle Duties and Responsibilities:**

- Assist in verifying food safety standards are met for products and packaging materials through visual inspection, product handling and temperature monitoring when applicable.
- Follow all safety policies and health rules, and commit to report all unsafe acts 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.
- Assist in maintaining cleanliness and order on facility grounds. May include sweeping floors, emptying garbage cans or cleaning bathrooms.
- 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 Boise Operations Manager.
- Assist in facilitating quarterly inventory, counting, and reconciliation.
- Assist in completion of records of any destroyed or adjusted products.
- May make occasional pick-ups or deliveries to support warehouse operations.
- Assist with loading/unloading and cleaning of vehicles.

### **Order Puller**

- Warehouse picking from elevated locations (more than 10 feet high), receiving, sorting, storage, transfer and distribution assuring proper handling of supporting documentation is in compliance with internal controls. Picking will take place in the freezer, cooler and in the dry warehouse. (Cannot possess a fear of heights.)
- Pick agency orders using the picker from ground & elevated locations, performing other tasks that contribute to smooth operations of our distribution capabilities.
- Receive incoming loads and prepare outgoing loads.
- Ensure shrink wrap and pallet tags are neat, free of debris, and legible.
- Daily inspections for freezer sanitation and neatness which includes cleaning up cardboard and other garbage, straightening pallets, moving pallets, and preparing for anticipated next-day work. Assure tidiness and organization of work areas including freezer, cooler, and all other dry storage areas.
- Ensure inventory discrepancies and order fulfillment issues are documented and brought to the attention of the Warehouse Coordinator and/or Inventory Control Supervisor.
- Keep freezer and pick locations in an orderly fashion and in compliance with AIB and Feeding America standards.
- Supplies food and or supplies to the volunteer room, as needed, for repack production.
- Other duties as assigned.

**Knowledge, Skills and Abilities Required:**

- 1 or more years work experience and/or training.
- Must have time management skills and the ability to perform a variety of tasks.
- Be able work with minimum supervision.
- Effective communication/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 basic math, legible writing skills, and ability to keep accurate records.
- Must have Class D driver's license, with current DMV printout. Ability to operate standard warehouse equipment. Ability to safely operate all types of warehouse equipment, including, but not limited to, pallet jacks, forklifts, pickers and dock levelers. Will train the right person on all warehouse equipment.
- Become Serv-Safe (Foodbank) certified; commit to adhering to safe food handling and storage guidelines and practices. Certification Training provided.
- 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.
- Ability to work diverse schedule.

**Employment Requirement**

- Negative Drug Screen
- Successful Background Clearance

**Working Conditions**

- This work is performed primarily in a warehouse environment. 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.

**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.

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