



ARE YOU TIRED OF WORKING NIGHTS AND WEEKENDS? ARE YOU LOOKING FOR A REWARDING WORK ENVIRONMENT? THEN WE HAVE THE POSITION FOR YOU!

Warehouse Specialist – Order Puller (\$12+ DOE)
(Full-time, day shift, located in Boise, Idaho)

How do I apply? Read our full job description and apply via [Employment – The Idaho Foodbank](#)

The **Warehouse Specialist** is critical in our vision to create a hunger-free Idaho. The selected candidate will be responsible for safely moving food in and out of our distribution center. This will be completed by 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.

What you will do:

- Assist in daily operation of warehouse
- 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.
- Receive incoming loads and prepare outgoing loads.
- Assist in facilitating quarterly inventory, counting, and reconciliation
- Assist with distribution of product to partner agencies from our distribution dock.
- Play an active role in warehouse safety
- Other duties as assigned.

What you will need:

- 1 or more years work experience.
- Must have time management skills and the ability to perform a variety of tasks.
- Be able work with minimum supervision once trained.
- Effective communication/training skills while working with diverse groups as part of a team.
- Ability to positively interact with internal and external customers and volunteers.
- Good basic math, legible writing skills, and ability to keep accurate records.
- Must have driver's license. 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 on occasion.
- Ability to frequently stand, walk, stoop, kneel, and crouch; 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; with or without a reasonable accommodation.

Employment Requirement

- Negative Drug Screen
- Successful Background Clearance

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.

EEO Employer