



Job Description

Job Title: Warehouse Associate
Department: Operations/Warehouse
Reports To: Director of Operations
Supervises: N/A
FLSA Status: Hourly/Non-exempt - \$12/hr

SUMMARY: The Warehouse Associate is part of the Warehouse Team responsible for completing daily operations receiving, distributing, documenting and safely handling all food transactions.

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to, the following. Other duties may be assigned by the Lead Warehouse Associate, Director of Operations, and/or President and CEO.

- Practices safe food handling procedures at all times
- Supervises small numbers of volunteers.
- Assists in assuring accurate inventory tracking on all products entering the warehouse.
- Assists with put away and movement of inventory as directed by the Lead Warehouse Associate, Director of Operations and Inventory Specialist.
- Performs complex operations on several different classes of forklifts.
- Assists the Lead Warehouse Associate, Director of Operations, Financial Analyst, and/or Inventory Specialist in completing daily inventory entry documentation.
- Assists with incoming and outgoing food related activities, inventory reconciliations and cycle counts.
- Is able to assist with the documentation of receipting incoming food and agency orders.
- Assists in the proper organization of the cooler and freezer.
- Is part of the team keeping the warehouse and surrounding property clean and well organized
- And any other duties as assigned by the Director of Operations and/or CEO and/or designee

Qualifications:

- Arizona Food Handlers Card
- Ability to acquire Serve Safe Certification
- Forklift certification of class 1,2 and 3.
- At least 3 months of warehouse experience.
- Excellent verbal communication skills and the ability to communicate effectively with people of diverse backgrounds, and socio-economic levels.
- Exhibits qualities of maturity, good judgment and tact.

- Ability to effectively analyze and resolve routine and complex problems.
- Computer skills including experience with Microsoft Word and Excel programs
- Ability to multi-task many projects at the same time while meeting deadlines

Language Skills:

Ability to read, analyzes, and interpret general technical procedures or governmental regulations.

Ability to effectively present information and respond to questions from Managers, clients, customers, and the general public.

Mathematical Skills:

Ability to calculate figures and amounts such as proportions, percentages, area of circumference, and volume. Ability to apply concepts of basic algebra.

Reasoning Ability:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Competencies:

- Values Focused – emphasizes organizational values in their work activities and inspires co-workers to follow their lead.
- Analytical – synthesizes complex and/or diverse information.
- Problem Solving – makes timely and sound decisions based on logical presumptions that reflect factual information; prioritizes work tasks, goals and objectives; considers confidentiality of information before sharing with others.
- Oral Communication – speaks clearly and persuasively in positive or negative situations.
- Planning/Organizing – prioritizes and plans work activities, uses time efficiently and develops realistic action plans.
- Safety and Security – actively promotes and personally observes safety and security procedures, and uses equipment and materials properly.
- Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.
- Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.
- Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
- Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. While performing the duties of this job, the employee is regularly required to sit; use hands to handle, or feel. The employee is occasionally required to stand; walk and reach with hands and arms.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

ACKNOWLEDGED: Supervisor/Manager

Date

ACKNOWLEDGED: Employee

Date

3/17

1/2/2014