



**Job Title: Warehouse Associate**

**Job Location: 1642 Calvary Industrial Drive, SW Gainesville, Ga. 30507**

**Immediate Supervisor: Operations Manager**

**Status: Non-Exempt**

**Description:**

Working as part of the Georgia Mountain Food Bank team, the Warehouse Associate strictly follows established inventory and material handling procedures to receive and distribute food and other products. The Warehouse Associate performs a variety of warehousing duties that require an understanding of The Georgia Mountain Food Bank Standard Operating Procedures process flow, warehouse management operations and requirements of the US Department of Agriculture (USDA), Occupational Safety and Health Administration (OSHA), and Feeding America.

**Duties & Responsibilities:**

- Possess strong customer service skills and maintains positive relations with agencies, Food Bank staff, donors, and volunteers.
- Represents the GMFB in a professional manner at all times and reports to work with clean appropriate attire and a healthy respectful attitude.
- Unload, inspect, cull and inventory all products arriving at the Food Bank and sign necessary admittance forms as needed.
- Organize and maintain the warehouse to ensure maximum cleanliness and efficiency of space as a part of the warehouse support team.
- Assist in the weekly inventory counts and participate in planned annual physical inventories.
- Pick and set up of orders departing Food Bank to ensure accuracy prior to delivery.
- Assist in loading and checking all orders departing Food Bank to ensure accuracy prior to delivery.
- Observe safety practices while in the warehouse as well as operating warehouse equipment including, but not limited to, the forklift and Food Bank delivery vehicles.
- Ensure the safety of all persons entering and departing the warehouse. Allow no one except staff, to go into warehouse space without the accompaniment of staff. Do not allow children in warehouse unless accompanied by an adult and under special circumstances.
- Assist Volunteer Coordinator with in-house event preparation and set up.
- Assist Administrative Assistant in packing, weighing and distribution of PIN (person in need) boxes.
- Work as the back up to the Operations Manager during vacation/sick time.
- Other duties as assigned by the Operations Director and the Executive Director.

**Skills, Education & Experience:**

- High school diploma or GED.
- Possess and maintain a valid driver's license and clean driving record.
- Basic math (add, subtract, multiply, divide whole numbers), sorting, and reading skills.

- Ability to operate a computer, such as picking or locating inventory, sending and receiving electronic mail, and preparing basic memos.
- Working knowledge of English grammar, spelling and usage.
- Ability to learn and safely operate manual & powered industrial trucks (forklifts).
- Ability to speak clearly over the phone and two-way radios.
- Strong problem-solving skills and ability to manage multiple projects with attention to detail.
- Handle interruptions, maintain focus on tasks and produce accurate work.
- Ability to lift 50 lbs. regularly, 100 lbs. occasionally; frequently lift, bend and stand.
- Ability to establish and maintain effective working relationships with diverse stakeholders.
- Ability to work independently and as part of a team.
- Ability to obtain food safety certification.
- Must be able to pass criminal background check.

**Working Conditions:**

Work is performed in a warehouse with a significant amount of walking on concrete surfaces. Entrances may be open and work conditions during the summer months can be very hot, and during the winter very cold. Employee may be going in and out of freezers and coolers with extreme variations in temperature. Certain work requires prolonged time working within the freezer at sub-zero temperatures. Workspace could be very dusty, and on occasions can be noisy due to the traffic of motorized vehicles operated in the building. Periodically may work outside and be exposed to the elements. Employee may be exposed to spoiled food and sharp objects due to working with damaged product. Work involves moving boxes and employee must lift, bend, stoop, pick up and move objects up to 50 pounds regularly. Work involves using manual pallet jacks and therefore requires an ability to push and pull pallets to the capacity of the equipment.

Persons performing this job may work with individuals performing community service. The Georgia Mountain Food Bank does not tolerate harassment on any characteristic protected by law.

The Georgia Mountain Food Bank has a strict "No Weapons" policy and strictly enforces a no-violence policy in the workplace.

Work schedules may vary depending on the needs of the Georgia Mountain Food Bank and may require working weekends, holidays and evening hours.

The Georgia Mountain Food Bank reserves the right to revise this job description at will.

***This job description in no way represents a contract of employment.***

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_