
**COMMUNITY ACTION COALITION FOR SOUTH CENTRAL WISCONSIN, INC.
(CAC)**

POSITION DESCRIPTION

POSITION: Warehouse Assistant

SUPERVISOR: Program Leader

STATUS: Non-exempt, full-time

SUMMARY: The Warehouse Assistant will assist in the receiving, storage and distribution of food as well as perform other physical labor tasks.

TYPICAL TASKS AND DUTIES:

1. Act as an ambassador for CAC and its programs.
2. Model and foster health, wellness and balance among staff, volunteers and participants.
3. Assist with the distribution of food by loading the vehicles and accompanying other employees on deliveries.
4. Unload deliveries documenting receipt of inventory (gleaned/recovered, purchased, USDA commodities, and donated).
5. Make pallets of food ready for delivery based on allocation reports.
6. Deliver and pick-up food utilizing safe food handling procedures on an on-call basis.
7. Ensure that perishable food is suitable for distribution to participants by sorting items to remove spoiled or otherwise unusable portions.
8. Ensure that non-perishable food is suitable for distribution by checking expiration dates and appropriateness of items.
9. Assist with warehouse activities to maintain a safe and sanitary environment.
10. Perform seasonal outside duties (mowing, raking, trimming, snow shoveling).
11. Maintain a positive working relationship with all partners in the Division including the volunteers/trainees.

12. Provide other support to the Division by responding to general inquiries, compiling reports, answering telephones, preparing mailings, or copying.
13. Participate in meetings as directed by supervisor to ensure an agency-wide perspective and good communications.
14. Be an active member of the team meetings by participating in the development and execution of the strategic planning process.
15. Perform other related duties as directed by supervisor.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Understanding of the issues faced by individuals and families affected by poverty.
2. Demonstrated ability to drive an agency commercial truck or the ability to learn within 30 days.
3. Demonstrated ability to lift 50 pounds repetitively.
4. Demonstrated ability to operate an electric forklift, electric pallet jack and a manual pallet jack or the ability to learn within 30 days.
5. Some experience in performing simple and routine maintenance activities.
6. Demonstrated dependability, punctuality, initiative and the ability to work with a minimum of supervision and as a team.
7. Ability and willingness to maintain a high degree of confidentiality regarding participants and program information and discretion in working relationships.
8. Ability to work and communicate effectively with people of diverse racial, cultural, social, educational and economic backgrounds.
9. Ability to work varied hours.
10. Possess a valid driver's license and have access to an insured vehicle and working telephone or the ability to obtain within 30 days of hire and the ability to maintain it.

DESIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Experience in a community action agency or similar agency setting that has a commitment to advocacy and/or services for individuals and families affected by poverty.
2. Experience in working in a team approach, with volunteers and/or diverse group of people.
3. Ability to read English and complete basic math functions.
4. Experience with computers and Microsoft applications including Outlook, Word and Excel.
5. Knowledge of how to safely handle and transport food.
6. Ability to communicate in either Spanish or a Southeast Asian language or American Sign Language or other form of communication.

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