POSITION DESCRIPTION

POSITION: Lead Warehouse Assistant

SUPERVISOR: Program Leader

STATUS: Non-exempt, Part-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. Assist with the distribution of food by loading the vehicles.
2. Unload deliveries documenting receipt of inventory.
3. Make pallets of food ready for delivery under the direction of supervisor.
4. Ensure that perishable and non-perishable food is suitable for distribution to participants by sorting items to remove spoiled or otherwise unusable portions.
5. Assist with warehouse activities to maintain a safe and sanitary environment.
6. Maintain a positive working relationship with all partners in the Division including the volunteers/trainees.
7. Perform other related duties as requested by supervisor.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Understanding of the issues faced by individuals and families affected by poverty.
2. Demonstrated ability to lift 50 pounds repetitively.
3. Demonstrated ability to operate an electric forklift, electric pallet jack and a manual pallet jack or the ability to learn within 30 days.
4. Some experience in performing simple and routine maintenance activities.

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5. Demonstrated dependability, punctuality, initiative and the ability to work with a minimum of supervision and as a team.

6. Ability and willingness to maintain a high degree of confidentiality regarding participants and program information and discretion in working relationships.

7. Ability to work and communicate effectively with people of diverse racial, cultural, social, educational and economic backgrounds.

8. Ability to work varied hours.

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 a diverse group of people.

3. Ability to read English to enter data. Ability to 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.