



## FOOD FOR LANE COUNTY JOB DESCRIPTION

**POSITION TITLE:** Warehouse Assistant

**RESPONSIBLE TO:** Distribution Warehouse Manager

**HOURS:** 40 hours / week

**CLASS:** Non-exempt

**HOURLY WAGE:** \$18 per hour

**BENEFITS:** Eligible for FFLC-sponsored benefits (e.g. paid time off benefits such as holidays, floating days, vacation and sick). Health insurance benefits offered the first of the month after 30 days of employment; other benefits after 90-day mutual trial service period satisfactorily completed.

**SUMMARY OF POSITION:** This position provides support to the warehouse operation of FOOD For Lane County (FFLC) by performing duties such as receiving, order picking, sorting, serving partner agencies, and general housekeeping while always adhering to proper food storage, food handling, and safety procedures. Assist in providing hands on training and instruction to participants in FFLC's job training program.

### PRIMARY TASKS & RESPONSIBILITIES:

- Assist in preparation of daily orders
- Assist drivers in loading and unloading trucks
- Assist in ongoing organization of the warehouse area and its activities
- Assist Warehouse Assistant & Trainer in providing hands on training and instruction to participants in FFLC's job training program.
- Help sort and stock food items
- Able to properly identify product and assign codes
- Able to accurately receive product and complete related documentation
- Assist in proper storage, stacking, weighing and temperature control for food product
- Assist with regular warehouse cleaning and general housekeeping
- Able to engage walk-in donors and/or partner agency representatives and demonstrate excellent customer service skills
- Able to organize warehouse to maximize space
- Work with other warehouse staff and volunteers
- Design tasks and provide supervision for volunteers
- Operates and maintains warehouse equipment and company vehicles in a safe manner
- Utilizes electronic inventory control system to track product and create orders

### OTHER TASKS & RESPONSIBILITIES:

- Assist facility manager with monthly inventory counts as needed
- Maintain neat and clean personal appearance

- Actively demonstrate FFLC's values of compassion, collaboration, and inclusion
- Attend All Staff meetings
- Attend Operations Team meetings
- Engage in ongoing program planning with other staff
- Represent FFLC to the public with knowledge and respect
- Provide excellent customer service
- Be familiar with and consistently observe all safety rules & protocols
- Perform other duties as requested by supervisor

#### **SKILLS & QUALIFICATIONS:**

- Ability to perform strenuous and repetitive physical labor, frequently lifting up to 50 pounds repetitively and occasionally lifting and moving objects up to 75 pounds
- Ability to safely push and pull pallets up to 2,000 pounds while operating a pallet jack
- Ability to follow procedures
- Ability to enter information on inventory control records
- Experience with safe food handling
- Able to work in hot and cold environments (coolers, freezers, and open warehouse) as part of normal daily routine
- Must be responsible and self-managed
- Must demonstrate excellent mental arithmetic skills
- Able to obtain Forklift certification
- Must hold a current Food Handlers Card
- Proficient in use of basic Outlook communication tools
- A valid Oregon Driver's License and the ability to qualify for insurance coverage with FOOD for Lane County's insurance carrier is preferred
- Must be able to operate vehicles, fork lifts, and other material handling equipment
- *All offers for employment are contingent on a satisfactory background check*

**NOTE:** *Job descriptions are not intended to be and should not be construed as exhaustive lists of all responsibilities, skills, efforts, or working conditions associated with a job. They are intended to be accurate reflections of principal job elements essential for making fair pay decisions about jobs.*

**Reasonable Accommodations:** *Food for Lane County, complies with federal, state, and local laws regarding reasonable accommodations for applicants and employees with disabilities. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact Sue Slaughter-Nichols, HR Manager, [sslaughternichols@foodforlanecounty.org](mailto:sslaughternichols@foodforlanecounty.org)*

*FFLC is an Equal Opportunity Employer. All applicants will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender, gender identity, age,*

*national origin, marital status, genetic information, veteran status, diverse ability, or any other characteristic protected under local, state or federal law.*

I have read the position description and acknowledge my understanding of the duties and responsibilities in the job description.

**Employee Signature:**

**Date:**

**Manager Approval:**

**Date:**

**HR Manager:**

**Date:**