

Rhode Island Community Food Bank

Job Description

Position Title: Warehouse Worker I
Reports To: Assistant Order Picking Supervisor
Status: Non-Exempt (hourly)



Our Mission: The Rhode Island Community Food Bank works to improve the quality of life for all Rhode Islanders by advancing solutions to the problem of hunger.

Our Vision: We envision a state where no one goes hungry.

Position Summary: The Warehouse Worker I is responsible for efficiently and accurately picking orders, coordinating expediting orders for member agencies, receiving inbound freight and general warehousing. Must effectively communicate the warehousing needs and respond to the needs of the operations management team and organization. The position is accountable for working as a team member by understanding warehousing methods of storage, capacity, product flows and providing operational support to the operations team.

Duties and Responsibilities:

1. Picking orders within the monthly standard for cases per hour and within acceptable error rates.
2. Expediting orders for member agencies.
3. Receiving inbound freight by following compliance standards
4. Assisting with disposals and general warehouse projects.
5. Understanding the work flow and the overall food bank operation in general and specifically how the work of the warehouse team affects other areas of the department.
6. Customer services duties include interacting with agencies that come in for orders, walk-ins making donations and representing the food bank, its work and mission to any visitors in the building.
7. Assisting with special events both at the food bank and occasionally off-site. Duties may include set-up, breakdown, serving as a food bank representative, etc.
8. Having comprehensive knowledge of safety procedures, equipment handling & training. Must participate in departmental training and certification programs. Also, safely operating equipment such as hand trucks, pallet jacks and powered equipment such as electric pallet jacks, forklifts and reach trucks after the completion of in-house training.
9. Providing general warehouse support including but not limited to, cleaning, supply management and keeping warehouse in compliance with all regulatory codes (A2H, Dept. of Health, OSHA, RICFB).
10. Other duties as assigned.

Skills and Qualifications:

- High school diploma or GED and at 3-5 years experience in warehousing.
- Forklift certification and experience using standard warehouse equipment including pallet jacks, man-ups and reach trucks.
- Experience with food warehousing and distribution strongly preferred.
- The ability to work with groups of people at varying levels and positions within an organization.
- Proficient with Microsoft Windows and Office environment (Word, Excel, Outlook) and standard office equipment.
- Ability to work on multiple projects with attention to detail, deal with interruptions, and maintain focus on tasks while producing accurate work.
- Ability to communicate effectively in a team environment consisting of other staff members and volunteers.
- Ability to work independently and as part of a team.
- Ability to work with people from diverse social and ethnic backgrounds.
- Must be able to pass a criminal background check.

Working Conditions: Work is typically performed in a warehouse environment and is subject to varying temperatures (exposed dock, coolers and freezers) in all seasons. Regularly lifts and moves objects up to 50 pounds. Regularly uses standard warehouse equipment, including forklifts and pallet jacks and also regularly uses computers. On occasion, works outside of normal working hours and occasionally drives to sites out in the community. There may be occasional travel to attend meetings and workshops.

By signing below, the staff member agrees to take full responsibility for the work outlined in this job description.

Employee Signature

Date