

Rhode Island Community Food Bank

Job Description

Position Title: Receiver
Reports To: Warehouse Manager
Status: Non-Exempt (hourly)
Grade: 5
Salary Range: \$18.00-\$19.50/hour
Work from Home: Not eligible



Our Mission: 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.

Diversity Statement: The Rhode Island Community Food Bank embodies diversity, serving every part of our state and engaging people from all communities and backgrounds in our work. We are an open and inclusive organization that welcomes, respects and values all people. Diversity strengthens our organization, so we take responsibility for attracting employees, volunteers and supporters with diverse identities and life experience. When we seek out, recognize and cultivate diversity within our staff, we create an enriched and more inclusive work environment. Ultimately, it is our collective wisdom that enables us to achieve our mission with creativity and compassion.

Position Summary: The receiver is responsible for the direct day-to-day receiving and warehousing activity including: ensuring that we are in compliance with AIB operating standards, receiving and inspecting all loads in compliance with general and AIB procedures, ensuring that all loads are received and warehoused daily keeping aisles clear and product warehoused for proper product flow.

Duties and Responsibilities:

1. Responsible for keeping the dock schedule and ensuring that all receiving practices are followed in compliance with FA and AIB standards including the inspections and documentation.
2. Completing all receiving paperwork accurately and on time.
3. Works with warehouse team to keep the storage areas maintained to FA and AIB standards.
4. Works with team to ensure that product is rotated and re-warehoused to maximize space and efficiency.
5. Works with team to ensure the efficient and safe warehousing of all products.
6. Understands the workflow and the overall food bank operation in general and specifically how the work of the warehouse team affects other areas of the department.
7. Customer services duties include interacting with agencies that come in for orders, and representing the food bank, its work and mission to any visitors in the building.
8. Have comprehensive knowledge of safety procedures, equipment handling & training. Must participate in department training and certification programs. Also, responsible for 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. Can perform the order picking expediting and productions functions.
10. Other duties and assigned.

Skills and Qualifications:

- High school diploma or GED and at 5-7 years' experience in warehousing or equivalent.
- Knowledge & experience with effective inventory management & supporting systems.
- Forklift certification and experience using standard warehouse equipment including pallet jacks, man-ups and reach trucks.
- Experience with food warehousing and distribution is strongly preferred.
- The ability to work with groups of people at varying levels & positions
- Problem solving skills and the ability to quickly assess issues and develop new strategies.
- Proficient with Microsoft Windows and Office environment (Word, Excel, Outlook) and standard office equipment.
- Ability to manage 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 of staff members, truck drivers 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 65 pounds. Regularly uses standard warehouse equipment, including forklifts and pallet jacks and regularly use 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