

Weld Food Bank  
Job Description

**JOB TITLE:** Warehouse Assistant  
**REPORTS TO:** Warehouse Manager

**Summary:** This position is responsible for overseeing distribution to food bank programs, receipting in products, and assisting in warehouse operations.

**Duties and Responsibilities:**

Adhere to the core values of Weld Food Bank

Record all food movement according to set procedures

Arrange, clean, and manage food movement so warehouse is safe, and in accordance with Feeding America, USDA and AIB standards

Assist Warehouse Manager with:

- Moving, recording and storing products using forklift, reach truck, and electric pallet jacks
- Load and unload trucks, counting and receipting food items according to Weld Food Bank procedures
- Operate equipment to safely load and unload products
- Moving and recording product to Weld Food Bank programs
- Inventory management

Setup and supervise volunteer groups and community service workers.

Arrange and stock warehouse cooler and freezer following proper food rotation procedures and managing expiration dates.

Occasionally drive various Weld Food Bank vehicles to pick up and deliver food and supplies

Monitor and maintain daily temperature logs and extermination logs in facility

Oversee and/or supervise the warehouse cleaning schedules mandated by Feeding America and AIB.

Occasionally working weekends or evenings to support food bank activities.

Provide cover for the Extra Room and other Weld Food bank programs, when necessary.

Ensure temperature calibrations are being done monthly for all inferred thermometers used within the warehouse.

Foster a team effort and work with staff and volunteers to promote a clean, safe and positive work environment

Promote the mission of the Weld Food Bank

Respect and maintain confidentiality

Other related duties as assigned, including:

- a. Maintaining pallet tags
- b. Maintaining aisle listings and inventory
- c. Follow proper food rotation and inventory
- d. Monitor and manage expiration dates to ensure timely movement of product

**Physical Requirements:**

Frequently required to sit, stand, and walk

Use hands to finger, handle, and write

Frequent reaching with hands and arms to stack and unstack product

Frequent overhead reaching to stack and unstack product

Frequently required to talk or hear

Occasionally required to stoop, kneel, crouch, and crawl

Regularly lift up to 50 pounds

**Work Environment:**

Moderate noise level.

Frequent expose to temperatures in coolers (40 degrees F.) and freezers (-10 degrees F.)

Occasional exposed to outside weather

Frequent expose to non-level and uneven surfaces

**Equipment Used:**

Ability to use forklift, reach truck, electric pallet jack, and regular pallet jack with proficiency.

Ability to be certified and operate all equipment used at Weld Food Bank.

Updated: July 2024