

Weld Food Bank Job Posting

Job Title: Warehouse Operations Specialist

Reports To: Warehouse Manager

Classification: Hourly

Location: Weld Food Bank, 1108 H St, Greeley, CO 80631

Department: Operations

Hours: Mon-Fri 7:30am – 4:30pm (on-site)

Application Deadline: March 21, 2025

Hiring Range: \$18-\$20 per hour

Position Summary: The Warehouse Operations Specialist is responsible for supporting food distribution efforts, receiving and organizing products, and assisting with various warehouse operations to ensure a smooth and efficient workflow.

Collaboration and Teamwork

- Uphold the core values and mission of Weld Food Bank in all activities.
- Foster a collaborative team environment, working with staff and volunteers to promote a clean, safe, and positive workplace.
- Continuously seek opportunities to improve food distribution methods in a cost-effective manner.

Warehouse Operations

- Accurately record and track food movement in accordance with established procedures.
- Maintain a clean, safe, and well-organized warehouse environment that adheres to Feeding America, USDA, and AIB standards.
- Safely operate forklifts, reach trucks, and electric pallet jacks to move, record, and store products.
- Load and unload trucks, ensuring proper counting and receipting of food items according to Weld Food Bank's protocols.
- Manage the movement and allocation of food products to various Weld Food Bank programs.
- Assist in inventory management and tracking.
- Ensure proper food rotation by organizing and stocking the warehouse cooler and freezer, keeping an eye on expiration dates.
- Occasionally operate Weld Food Bank vehicles for food and supply pick-ups and deliveries.
- Monitor and maintain daily temperature and pest control logs for the facility.
- Supervise and/or ensure the adherence to cleaning schedules set by Feeding America and AIB standards.

Volunteer and Staff Coordination

- Coordinate and oversee volunteer groups and community service workers.
- Foster a collaborative and positive environment by working closely with staff and volunteers to maintain a clean, safe, and productive workspace.

Food Safety and Compliance

- Ensure proper food rotation by organizing and stocking the warehouse cooler and freezer, keeping an eye on expiration dates.
- Monitor and maintain daily temperature and pest control logs for the facility.
- Conduct monthly temperature calibrations for all thermometers used within the warehouse.
- Supervise and/or ensure the adherence to cleaning schedules set by Feeding America and AIB standards.

Flexibility and Availability

- Be available for occasional weekend or evening shifts to support food bank activities.
- Provide backup coverage for the Extra Room and other Weld Food Bank programs when needed.

Confidentiality

- Respect and maintain confidentiality at all times.

Additional Responsibilities

- Perform additional duties as assigned, including:
 - Maintaining pallet tags and aisle listings.
 - Managing inventory and food rotation procedures.
 - Monitoring expiration dates to ensure the timely movement of product.
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Physical Requirements:

- Regularly required to sit, stand, and walk.
 - Frequently uses hands to handle, finger, and write.
 - Frequently requires reaching with hands and arms to stack and unstack products, including overhead reaching.
 - Occasionally required to stoop, kneel, crouch, and crawl.
 - Regularly required to lift up to 50 pounds.
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Work Environment:

- Moderate noise levels within the warehouse.
 - Frequent exposure to cooler (40°F) and freezer (-10°F) temperatures.
 - Occasional exposure to outdoor weather conditions.
 - Frequent exposure to non-level and uneven surfaces.
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Equipment Used:

- Proficient use of forklift, reach truck, electric pallet jack, and regular pallet jack.
 - Ability to obtain certification and safely operate all equipment used at Weld Food Bank.
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Additional Qualifications

- Experience in a non-profit or food bank environment is preferred but not required.
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Additional Information

This job description provides a general overview of the position and is not intended to be a comprehensive listing of all responsibilities, duties, or skills required. Responsibilities may change or be added as needed to meet the evolving needs of the organization.

Equal Opportunity Employment

Weld Food Bank is an equal opportunity employer. All qualified applicants will be considered for employment regardless of age 40 and over, race, color, religion, creed, sex, sexual orientation, gender identity, gender expression, national origin, ancestry, disability status, veteran military status, genetic information, marital status, or any other characteristic protected by law.

Accommodations

Weld Food Bank is committed to providing reasonable accommodations to individuals with disabilities in accordance with the Americans with Disabilities Act (ADA). If you require accommodations during the application process or in performing essential job functions, please notify us.

Commitment to Mission

Weld Food Bank is dedicated to supporting the community through food security initiatives. We are seeking individuals who are passionate about serving the community and contributing positively to our mission. We appreciate your interest in supporting Weld Food Bank's mission.

Updated: March 2025

If you're interested in contributing to this dynamic organization, please submit your current resume and cover letter confidentially to nicholas@weldfoodbank.org.