**Warehouse Associate  
Job Description**

Department: Operations

Reports to: Director of Operation

Employment Type: Non-Exempt

The Warehouse Associate is integral to the daily operations and mission delivery of the Food Bank of Northwest Indiana. This role is responsible for safely and efficiently receiving, storing, and distributing product through the Food Bank facility and the Northwest Indiana community. The Warehouse Associate will work closely with members of the operations team to ensure safety, cleanliness, inventory accuracy, and regulatory compliance throughout the facility.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Shipping/Receiving

* Prepare orders accurately and in a timely manner; Serve agencies with the highest level of customer service while still upholding shipping policies/procedures
* Complete shipping documentation and submit to the Operations Administer to ensure accurate inventory levels
* Schedule delivery appoints and receive all inbound product at the facility; Work with the Food Sourcing Manager and Director of Operations to coordinate delivery and storage of product
* Inspect and receipt product for accuracy of Bill of Lading, container markings or damage, dates, temperature requirements and pest/contamination in accordance with Feeding America’s, AIB’s, and the Food Bank’s standards
* Weigh, label and log product; maintain accurate records of inbound shipments
* Accurately, efficiently, and safely store items in dry storage areas, racks, shelves, bins, or refrigerated rooms/freezers according to product type, size, and expiration date or product code
* Utilize conscientious and safe handling of all warehouse material handling equipment including pallet jacks, hand dollies and forklift in order to avoid personal injury to self, others and damage to product, equipment, or facility
* Assist with loading and unloading trucks

Administrative and Inventory Maintenance

* Remain knowledgeable of current inventory and inventory levels
* Assist with bi-weekly inventory cycle counts and quarterly inventory by physically counting and accurately recording product quantity and type, notifying manager immediately of discrepancies or problems
* Monitor and record temperature for coolers and freezers
* Maintain a clean, orderly and safe work area at all times including warehouse, grounds, bins and equipment; cleans up spills immediately; keeps walk areas and exits clear; locks and secures equipment and facility as required; notifies manager of problems or needed repairs immediately
* Assist with facility maintenance, keeping Food Bank grounds clean, orderly, and clear of obstructions
* Perform other duties as assigned

QUALIFICATIONS

* Ability to operate material handling equipment such as dollies, pallet jacks, and forklifts; Forklift and Pallet Jack Rider experience a plus
* High School diploma or at least two years of directly-related experience
* Possess basic math skills including adding, subtracting, multiplying and dividing
* Basic knowledge of, and some experience in, standard warehousing practices and procedures.
* Ability to learn and uphold food safety and food defense standards
* Professional demeanor and business etiquette
* Being able to work overtime when asked, sometimes on short notice, and responding to mandatory overtime requirements when needed
* Ability to communicate and interact with people; work in a multi-cultural environment
* Commitment to Food Bank of Northwest Indiana’s mission to fight hunger

WORK ENVIRONMENT/PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to

* Operate Pallet Jack Rider or Forklift safely
* Stand, walk, sit, stoop, kneel, crouch or crawl
* Work in ambient, cooler, and freezer zones for extended periods of time
* Work with hand and powered equipment at heights up to 30' or more above the floor
* Lift inventory throughout the day, with inventory weighing up to 100 pounds
* Have regular contact with Food Bank volunteers, agencies, and other community members

Interested applicants should submit a cover letter and resume to jobs@foodbanknwi.org.