Job Description for Warehouse Associate

Job Title: Warehouse Associate

Department: Operations

Reports To: Alex Swaggerty

Supervises: N/A

Job Type: Full-time

Employment Classification: Non-Exempt

Position Overview:

The warehouse associate position is responsible for completing several different tasks each day, including being an order picker, which varies in climates (freezers, coolers, warehouse), also the loading or unloading of all inbound/outbound freight using the proper equipment, such as pallet jacks or forklifts. This position collaborates with several departments within Second Harvest to help us on our mission to feed our community, which includes 18 counties in East Tennessee.

Duties and Responsibilities:

- Accurate receiving of all incoming shipments on a daily basis
- Maintain an effective product rotation system to ensure that all products on the floor meet health standards
- Assist agency shoppers with accurate completion of invoices.
- Check out each agency as they leave the warehouse to ensure they have received the correct number of products according to the invoice
- Supervise weighing and check-out of agencies
- Inventory control
- Maintain monthly warehouse and office cleaning charts and perform daily inspection
- Perform other tasks and projects as directed.

Qualifications:

- Previous warehouse experience
- F Endorsement Driver's License preferred but not required
- Knowledge of and previous experience in forklift and pallet-jack usage

- Solid understanding of general warehouse operations
- Ability to positively interface with member agencies in the warehouse
- Demonstrate concern for the poor and needy
- Willingness to learn all aspects of food banking and be an ardent spokesperson against hunger
- Ability to work in a fast-paced, high-pressure environment
- Ability to coordinate several tasks at one time
- Must be able to lift 100 pounds
- Must be able to work in an environment that is hot in the summer and cold in the winter
- Must be able to work on his/her feet most of the day

Working Conditions:

- **Work Environment:** on-site
- **Work Schedule:** Monday through Friday (7:30 am to 4:00 pm) overtime may occur but not often manager will advise ahead of time.
- **Travel Requirements:** Attending conferences both in and out of state could be a possibility

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Compensation and Benefits:

- **Salary:** Competitive
- **Benefits Package:** Health Insurance, Dental Insurance, Vision Insurance, Life Insurance, Simple IRA Retirement Plan, Paid Leave, and Wellness Days off.

Equal Employment Opportunity Statement:

Second Harvest Food Bank of East Tennessee is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status.

Drug-Free Workplace:

We are committed to maintaining a drug-free workplace. This policy ensures a safe, healthy, and productive work environment for all employees.

This job description does not encompass all the duties of the role. Supervisors or managers may assign additional tasks as needed. The job description can be revised at any time and is not a contract for employment, nor does it alter the at-will employment status with Second Harvest Food Bank of East TN. Both Second Harvest Food Bank of East TN and the employee have the right to terminate employment at any time for any reason.

I have read and understand the above job description.

Employee Signature: _____ Date: _____