



Food Bank RGV

JOB DESCRIPTION

JOB TITLE:	Warehouse Associate	DATE:	February 2024
DEPARTMENT:	30 Operations	WRITTEN BY:	Cynthia Alcocer-Garcia
CLASSIFICATION:	Non Exempt	REVIEWED BY:	CEOs
POSITION/HOURS:	Full Time *Some Weekends		

REPORTING RELATIONSHIPS

POSITION REPORTS TO: Inventory Manager

POSITIONS SUPERVISED: None

JOB SUMMARY

The Warehouse Associate plays a critical role in ensuring the smooth operation of a warehouse facility. This position involves various tasks related to receiving, storing, and distributing of donated and purchased products for the Food Bank of the RGV (FBRGV). The Warehouse Associate is responsible for maintaining a clean, organized, and safe workspace, managing inventory, and adhering to FBRGV policies, procedures, and safety standards.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

- Works cooperatively with Inventory Manager and Senior Manager of Programs and Inventory
- Operates forklifts, pallet jacks, and other equipment in a safe manner
- Follows proper procedures for equipment maintenance and reports any malfunctions immediately
- Complies with all health regulations and other laws that govern safe food handling
- Inspects and evaluates incoming food and stored perishables for spoilage and contamination. Arranges product for frequent removal of inedible products
- Keeps accurate, legible log of the weights, temperatures, and sources of all food donated
- Maintains accurate and complete records on receipt, disbursements, and loss of food
- Performs warehouse and refrigeration/freezer maintenance work as directed, including sweeping, mopping and disposing of trash
- Keeps the warehouse clean and organized at all times
- Sweeps floors, moves debris, and disposes of waste properly
- Adheres to all safety protocols and guidelines to prevent accidents and injuries
- Practices all proper FIFO procedures
- Maintains temperature logs and follows other procedures as directed by the Inventory Manager
- Performs regular counts and audits of inventory to maintain accurate information
- Assists in identifying and resolving discrepancies or shortages in inventory
- Ensures operations and Agency Relations staff are aware of any slow moving and perishable products
- Complies with all Feeding America, Feeding Texas, Texas Department of Agriculture, and the rules and regulations of the Food Bank of the RGV, Inc.
- Evaluates existing procedures and recommends improvements to the Inventory Manager and Senior Manager of Programs and Inventory
- May be required to work evenings and/or weekends
- Copies, files, and organizes all paperwork and supplies, as needed
- Contributes to team effort by accomplishing related results as needed

- Performs additional duties as assigned by the Inventory Manager and Senior Manager of Programs and Inventory
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QUALIFICATIONS

- Honesty, integrity, and commitment to fighting hunger in the Rio Grande Valley
- Must have clear understanding of and ability to articulate the mission of the FBRGV
- High school diploma or equivalent
- Forklift certification (or willingness to obtain verification)
- Personal experience in community service and an understanding of the role of volunteerism
- Ability to politely be firm and decisive. Good judgement and discretion
- Ability to work cooperatively with other staff and volunteers
- Ability to manage time efficiently and to work independently with minimum supervision
- Knowledge of correct way to lift heavy items and physical ability to do so
- Ability to lift 40lbs on a regular basis
- Operate a variety of hand and power equipment in a safe and effective manner
- Understand and follow oral and written instructions
- Possession of a current Texas Class C driver's license and access to a personal vehicle. Must have a clean driving record for at least three years prior to employment
- Bilingual English/Spanish
- Excellent communication skills, both written and verbal
- Ability to represent the Food Bank in a courteous professional manner

EDUCATION/CERTIFICATION: High School Diploma, Associate's degree (preferred)

SKILLS/ABILITIES:

- Ability to walk, stand, sit, kneel, push, stoop, reach about the shoulder, grasp, pull, bend repeatedly, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift, and carry under 50lbs, perceive depth, operate a motor vehicle, and operate motor equipment
- Able to communicate information clearly.
- Attentive to detail.
- Able to coordinate well with other departments and personnel.
- Ability to operate pallet jack, forklift and other warehouse equipment.

ADDITIONAL REQUIREMENTS OF THIS POSITION

REPETITIVE MOTIONS: Movements frequently and regularly required using the wrists, hands, and fingers.

PHYSICAL STRENGTH: Heavy work; exerts up to 50 lbs. of force occasionally, and/or up to 15 lbs. frequently and 5 lbs. constantly.

INTENT AND FUNCTION OF JOB DESCRIPTIONS

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well-constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.

Employee Signature (Employee has received a copy of Job Description): _____

Employee Name (Print): _____

Date: _____