

**Catholic Charities SouthWestern Ohio  
Job Description**

**POSITION TITLE:** Warehouse Associate  
**DEPARTMENT:** Second Harvest Food Bank  
**REPORTS TO:** Warehouse Manager  
**WORK HOURS:** 37.5  
**LOCATION:** Springfield  
**FLSA STATUS:** Non-Exempt Hourly  
**SUPERVISORY:** None  
**DATE:** May 2018

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**Position Summary:**

The Warehouse Associate is responsible for performing a variety of manual tasks associated with the acquisition, storage, and distribution of food products including packing orders, unloading deliveries, re-packing food products, labeling food products, operating warehouse equipment and general maintenance and cleanup.

**Essential Job Functions:**

1. Performs variety of general warehouse duties including packing, unloading deliveries, re-packing of food products, labeling food items, general maintenance and janitorial duties in warehouse, office, common areas and grounds.
2. Leads and supervises volunteers in packing, sorting and labeling activities
3. Assists in unloading and loading product onto/from trucks. Assures accuracy of quantity as well as quality of deliverables. Places products in appropriate storage racks.
4. Operates motorized forklift, pallet jacks and other equipment within the warehouse in a safe and efficient manner.
5. Assist in the daily operation of the warehouse and other related activities as required or as assigned by supervisor.
6. Knowledge of “use by” code dating to effectively remove harmful foods from the distribution process for proper disposal
7. Proper storage and treatment of all products per Safe Food Handlers guidelines
8. Fork lift, electric and manual pallet jack operation consistent with OSHA requirements
9. Organization and cleanliness of work areas, building and property
10. Attend and participate in food bank training events as scheduled to include Serve Safe
11. Proper pallet tagging of all product to include date of receipt, date to expire, product item number, product description, weight or pack size, and initials of staff

12. All assorted pallets kept separate from identified individual products and must include pallet tags, updated as product is pulled from each and distributed
13. Daily review of all out-of-date coded products with supervisor for acceptable length of use or proper disposal

**Reporting:**

1. Accurate counting, labeling, and documentation of all products, extremely detail oriented
2. Inventory Coordinator kept abreast of:
  - a. Product movements or storage location changes
  - b. Product moving into or out of building
  - c. Discarded products along with reasons
  - d. Quantity changes or pack size variations from pallet tags
3. Timely reporting of issues that require further attention to the Warehouse Coordinator or Executive Director:
  - a. Pest monitoring and controls
  - b. Chemical storage and usage controls
  - c. Fire and building safety standards
  - d. Staff safety and equipment issues
  - e. Product damage or quality issues
  - f. Temperature and cleaning checklist successes and challenges

**Support of Agency Mission and operations:**

1. Learn and adhere to all Feeding America & AIB certification standards
2. Receive and maintain annual Serve Safe - Safe Food Handlers Qualification
3. Assist as needed in team operational coverage
4. Assist team in rapid recognition and resolution of food safety issues
5. Other duties as assigned

**Supervisory Responsibilities:** None

**Work Environment:** Typical office and warehouse environment, with regular exposure to excessive noise, adverse environmental issues, and cooler and freezer temperatures

**Qualifications and Skills Requirements:**

1. High School Diploma, 3-5 years of work experience
2. CDL B with good driving record a plus
3. OSHA required forklift certification, or ability to be certified
4. Ability to effectively manage numerous projects simultaneously and work independently
5. Ability to work well with other staff in a collaborative effort to improve services
6. Personal integrity and awareness of ethical principles, personal appearance that reflects self-respect, willingness to accept assignments involving flexible work hours
7. Meet the most current regulations stipulated by the Ohio Department of Transportation for commercial drivers such as annual physicals, drug screening, etc
8. Willingness to adhere to policies of a Catholic Charities agency

**Physical Demands:** Requires physical exertion to sit, stand, walk, stoop, verbal communication by phone or in person. Maximum un-assist lift capable of 50 lbs., normal lift 40 lbs.

**Statement of Understanding:**

I have read the above job description and the expectations of the position explained to me. By signing below I indicate my understanding of what is required of me in this position. I agree to comply by all requirements of Catholic Charities and Feeding America.

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Employee Signature

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Printed Name

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Date

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Supervisor Signature

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Printed Name

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Date