



Loaves & Fishes Community Services

Position Description – Warehouse Assistant/Driver

(full- time hourly)

The Warehouse Assistant/Driver will assist the Market Manager with the day-to-day operations, and maintenance of the Loaves & Fishes warehouse and food distribution areas. The Warehouse Assistant/Driver will work in close collaboration with the Market Manager to support the daily activities of the organization with a focus on receiving, inventorying, and stocking food items, and performing general maintenance of equipment. The Warehouse Assistant/Driver reports to and is supervised by the Market Manager.

DUTIES AND RESPONSIBILITIES:

Daily Duties

- Assist the Market Manager with supervision and training of volunteer groups to facilitate successful daily operation of the warehouse and food handling process, including receiving, sorting, stocking, rotation and distribution of all incoming grocery items in the warehouse, freezer and cooler areas.
- Monitor the warehouse to ensure a safe and clean environment for all volunteer activities.
- Train and instruct volunteers, and provide effective leadership to volunteer groups
- Drive for product pick ups when necessary

Receiving & Inventory

- Supervise incoming grocery donations from pick-ups and food drives; monitor donation logs and retail donation records required for tracking purposes.
- Assist Warehouse Supervisor in inventory controls of donated products, recording product movement into and out of inventory data base
- Assist with disposition of pallets into and out of the racking system.
- Manage distribution and rotation of inventory control for perishable products
- Ensure that shelves are stocked using the FEFO (First Expired, First Out) method of inventory control

Food Safety

- Understand and assist with maintenance of daily logs for all coolers, freezers, forklift, and baler.
- Maintain cleaning, sanitation standards and safe food handling standards of the warehouse, food storage areas and market.



JOB REQUIREMENTS

- Secure a state Food Service Sanitation certificate
- Forklift certification and competency
- Driver's license, including ability to drive larger transport vehicles with a C-license or ability to secure C-license
- An ability to lift up to 30 pounds, and full range of motion in bending, lifting and general movement
- Flexibility in working hours, including some Saturdays and evenings
- Minimum of High School level education and basic competency on computer (email, Excel data entry)

\$15/hr.

Benefit eligible

Submit resume to jobs@loaves-fishes.org

