

FOOD FOR PEOPLE, INC. Job Description

Job Title: Warehouse Distribution Specialist

Job Summary: The Warehouse Distribution Specialist is part of a team responsible for the efficient day-to-day operations of the warehouse, with an emphasis on supporting distribution programs' warehouse logistics, food transfers, and delivery of food pallets to remote site partners with our trucks. This includes the training and supervision of assigned volunteers. The Warehouse Distribution Specialist works as a team with warehouse staff and is supervised by the Operations Manager.

Individual Job Duties and Responsibilities:

- Works with warehouse team to assemble food orders needed for on-site and off-site program distributions and deliveries
- Assists with food logistics and distribution at off-site program distributions as needed, including, but not limited to, Food for People's Mobile Produce Pantry, Senior & Child Nutrition programs, seasonal Free Produce Markets, and Emergency Response drive-through distributions
- Loads and delivers pallets of food to off-site pantries and program partners throughout Humboldt County utilizing 20 ft. refrigerated bobtail truck with lift gate, following a set route schedule
- Provides appropriate monthly tracking paperwork to each pantry site with delivery
- Assists with preparing and packing pallets that will be delivered on truck route
- Works with Operations Manager to identify any changes needed to monthly delivery schedule and assesses ways to improve efficiency when appropriate
- Maintains positive, ongoing working relationships with food pantry and other program site representatives
- Utilizes truck's refrigeration unit for deliveries containing perishable foods, monitors temperature, and immediately reports readings outside of safe limits to Operations Manager
- Conducts regular safety checks of vehicles, and consults with the Operations Manager and Bookkeeper/Business Resources Manager regarding vehicle repairs, as needed
- Completes mileage log for vehicle usage
- Adheres to industry standard procedures as outlined in the DMV commercial driver handbook and reviewed as part of the onboarding process, such as stopping at all CHP weigh stations, not overloading the truck, conducting all pre- and post-trip inspections, and maintenance, etc.
- Attends and participates in monthly Pantry Network team meetings, to prepare for delivery week
- Works with Operations Manager to prioritize and delegate tasks to warehouse volunteers
- Works with Choice Pantry Coordinator to coordinate continual delivery of food items for the Choice Pantry

Shared Job Duties and Responsibilities:

- Works with warehouse team to support nonperishable and perishable food inventory rotation, transfers, and transportation of pallets within and between warehouses
- Works with warehouse team on sorting, stocking, and rotation of food in warehouse, walk-in refrigerator/freezers

- Works with warehouse team to ensure timely handling and distribution of perishable and nonperishable inventory
- Works with warehouse team to ensure safety guidelines and food handling procedures are consistently followed by volunteers and staff
- Works with warehouse staff to ensure accurate weighing and tracking of inventory
- Assists with unloading and receiving incoming truck deliveries with forklift
- Assists with loading and unloading Food for People cargo vans with forklift
- Works with warehouse team on receiving and accurate tracking of locally purchased farm produce
- Assists community partners picking up food orders from warehouse, as needed
- Works with warehouse and facilities staff to support ongoing cleaning and maintenance activities necessary for a clean, orderly and pest-free warehouse and refrigeration area, including completion of daily and weekly cleaning task lists
- Works with warehouse team to ensure that the interior and exterior of delivery trucks are cleaned regularly
- Ensures accurate inventory tracking procedures are followed by volunteers and staff
- Demonstrates excellent safety standards in operation of forklifts, pallet jacks, and usage of other equipment and tools
- Maintains positive, ongoing relationships with vendors, donors, and farmers.
- Communicates regularly with warehouse staff team and Volunteer & Direct Services Manager, to share in the coordination, timing, and supervision of warehouse volunteer projects and tasks
- Works with staff team to train and supervise volunteers on proper safety and food handling procedures when working in warehouse
- Works with staff team to conduct brief daily meetings with volunteers to discuss safety, procedures, recalled foods, training items, and/or logistics of the day

Organizational Responsibilities:

- Submits time sheets, expense reports, and other required documentation in accordance with Food for People requirements
- Attends and participates in relevant staff and/or team meetings
- Participates in staff development activities/trainings as needed to complete job duties or as required by the Executive Director
- Responsible for developing and maintaining positive, effective working relationships with fellow staff, volunteers, and board members
- Adheres to all COVID-19 safety protocols established by organization
- Performs other duties as needed and/or upon request
- Reports on site for scheduled days and hours

Qualifications:

Must possess a combination of education, experience, skills, and abilities necessary to carry out the job, including but not limited to the following:

- Work with sensitivity and without discrimination towards peoples of diverse cultures, races/ethnicity, socio-economic positions, ages, religions, genders, physical/mental challenges/disabilities, and sexual orientations
- Demonstrate and encourage a professional and positive attitude in all job related activities
- Ability to work in a team-oriented environment
- Complete all tasks in compliance with Food for People policies and safety guidelines

- Good organizational skills and ability to prioritize a variety of tasks
- Strong interpersonal and communication skills
- Demonstrated initiative and follow-through
- Attention to detail
- Consistent attendance and punctuality
- Ability to perform math computations, for tracking food inventory
- Familiarity with using a computer a plus
- Experience with operating pallet jacks and forklifts (Additional training and certification will be provided)
- Experience driving vehicles similar to cargo vans and a 20 ft. bobtail truck with hydraulic lift gate
- Ability to lift 50 pounds repetitiously
- Valid California Driver's license, good driving record
- Spanish language proficiency helpful
- Minimum education requirement: High School diploma or equivalent degree or experience