

Warehouse Associate

The Palm Beach County Food Bank is currently seeking a Warehouse Associate. The Warehouse Associate will perform general warehouse duties and assist in the inventory and distribution of product. The Warehouse Associate will also assist in the maintenance of the warehouse as stipulated by Safety and Sanitation guidelines. The candidate will interact extensively with the public and other staff members and must have a passion and interest in Hunger Relief.

Responsibilities and Duties

- Maintain the integrity of products through proper inspection, handling, and storage procedures
- Assist agencies with product distribution
- Unload incoming trucks as required
- Stock storage spaces, rearrange and restack products
- Assist with display of inventory
- Assist with physical inventory of products
- Assist with weighing of products
- Maintain proper storage separation of food and non-food items
- Perform sanitation duties as assigned
- Continuously check inventory for expiration dates, any signs of contamination, or other signs of unsafe distribution
- Communicate suggestions, ideas, improvements and other constructive feedback to management
- Perform miscellaneous tasks in support of warehouse management as required
- Provide information to agencies as needed
- Participate in the implementation of Sanitation Guidelines and Standards
- Advise management of the need for repairs of facility and equipment
- Advise management of any safety and/or sanitation violations
- May occasionally supervise volunteers
- Other duties as assigned

Basic Qualifications

- High School Diploma or GED preferred
- Minimum 2 years of experience in related field preferred
- Must be able to lift up to 50 lbs.
- Ability to function in a freezer/cooler environment
- Ability to communicate and interact with a wide variety of people
- Ability to lift and carry weight in accordance with OSHA standards
- Must have basic Math Skills
- Must have basic Reading and Writing Skills in the English language
- Ability to successfully complete training pertaining to the safe operation of warehouse equipment and machinery, including obtaining Forklift Safety Certification
- Ability to prepare reports accurately
- Capable of following directions

Capable of working under pressure, completing various assignments responsibly and in a timely manner

Physical Requirements

With or without reasonable accommodation, employees in this position must be able to lift up to 50 lbs., drive a forklift, stand, walk, talk and hear, regularly exposed to outside weather conditions, and the noise level in the work environment is usually moderate. Further details of established essential functions for this position will be addressed/discussed during the interview process.

The Palm Beach County Food Bank is an Equal Opportunity Employer. All qualified applicants are encouraged to apply and will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, or any other legally protected characteristic or status.

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