



POSITION TITLE: PANTRY & WAREHOUSE ASSOCIATE
DEPARTMENT: OPERATIONS
REPORTS TO: PANTRY & WAREHOUSE MANAGER
CLASSIFICATION: NON EXEMPT, FULL-TIME

Reporting to the Pantry/Warehouse Manager, the Pantry/Warehouse Associate is responsible for the day-to-day operations of the Pantry & Warehouse. S/he will assist in the daily coordination of delivery and distribution of food and non-food items.

RESPONSIBILITIES:

- Assist with the loading of food and non-food items onto LifeNet4Families truck each morning for transport to off-site food box distribution site.
- Unload food and non-food deliveries and donations; processing and properly storing of items.
- Timely documentation of donations by accurate completion of In-Kind Forms and log books.
- Assist with the distribution of food boxes at the Pantry and offsite locations (including Mobile Pantry)
- Maintain a clean and orderly Pantry & Warehouse
- Weekly cleaning of all refrigerators, walk-in cooler and freezer; must be kept clean, neat and free of ice build-up.
- Maintain the LN4F grounds clean and clear of debris: client waiting area, all parking lots (3); outside fence, perimeter of building; Dining Room rear exits and empty pallet storage area.
- Prepare Food for distribution as needed; Food Boxes, Mobile Pantry Bags, To-Go Bags and Summer Food Boxes.
- Daily sweeping and mopping of Pantry & Warehouse floors (including clothing/mail room).
- Maintain daily temperature logs for all refrigerators and freezers in Pantry & Warehouse.
- Ensure all trash barrels are empty and re-lined daily; weekly washing of trash barrels.
- Maintain dumpster area is clean and free of debris and standing water.
- Supervise and direct work of assigned volunteers.
- Maintain area in front of scale clear of clutter to facilitate timely weighting of donations.
- Maintain all areas of Pantry & Warehouse cleaned and organized.
- Clean & wash all equipment to store and transport food and non-food donations including but not limited to bread racks, plastic bins, carts, dollies, pallets, etc.
- Operate warehouse equipment such as fork lift, pallet jack, and scale as needed.
- Drive truck and/or van as needed.
- Manage Access database for collection of daily client data; process applications and schedule clients appointments.
- Adhere to safety standards to ensure health, safety, cleanliness and security of the work environment.
- Provide support with Food Drives as needed.
- Clean up of waste as needed (ex. spills, including feces)
- Perform all other duties as assigned.



QUALIFICATIONS:

- High School diploma or equivalent (GED)
- At least 3 years of warehouse experience.
- Demonstrated ability to complete concurrent activities.
- Forklift Certification or able to obtain soon after hire.
- Bi-Lingual preferred.
- Able to lift 50 lbs. or more in various forms
- Computer Proficiency: Word, Excel, Outlook, Access
- Demonstrated ability to plan and organize concurrent activities.
- Clean, valid driver license required

SKILLS:

- Strong written and verbal communication, documentation, and interpersonal skills
- Demonstrated problem solving skills.