

JOB DESCRIPTION

Job Title:	Warehouse Staff	Status: (E/NE)	NE
Department/Program:	Career Servies	Reports to:	Career Services Manager
Location:	Northwest	Travel Required:	Yes
Grade:	6	Position Type:	Full - Time
Management: (Yes/No)	No	HR Contact:	Pamela Johnson

Job Purpose: Make sure clients are served quickly and safely. Maintain appropriate communication with the front desk, lot attendants, and other warehouse staff. Accurately pack food boxes according to customer need and SDC guidelines.

Essential Duties:

- Make sure clients are served quickly and safely.
- Pack food, including fresh produce for distribution according to customer need and SDC guidelines.
- Maintain appropriate communication with the front desk, lot attendants, and other warehouse staff.
- Maintain a clean work environment.
- Date and review incoming food and existing inventory with regards to expiration dates, freshness, packaging damage, recalls using HTF First in First out methodology.
- Sorting food and stocking shelves.
- Stores product in designating storage areas
- Moves furniture, supplies, and miscellaneous equipment as needed
- Other duties as assigned

Skills/qualifications:

- Ability to relate well to people of various ages and from diverse ethnic and cultural backgrounds
- Ability to constantly walk, reach, lift and bend.
- Demonstrate the ability to effectively present information and respond to questions from managers, clients, customers, and the general public. Strong written and oral communication skills are required.

Experience/Education/Training/Certifications:

- High school diploma

Physical Demands:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The phrases “occasionally,” “regularly,” and “frequently” correspond to the following definitions: “Occasionally” means up to 1/3 of working time, “regularly” means between 1/3 and 2/3 of working time, and “frequently” means 2/3 and more working time.
- While performing the duties and responsibilities of this position, the employee is occasionally required to stand and walk. The incumbent will regularly sit, and will frequently talk and listen and use hands to handle or touch. Specific vision requirements for this position include close vision and the ability to adjust focus. During the performance of his/her duties, the incumbent will regularly lift up to 10 pounds and occasionally up to 25 pounds.

Work Environment:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Exposure to varying weather conditions while conducting outdoor activities.

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Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by staff assigned to this position. They are not be construed as an exhaustive list of all responsibilities, duties, and skills required. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Reviewed By:	Miko Gill, HR Supervisor	Date:	
Approved By:	Miko Gill, HR Supervisor	Date:	
Last Updated By:	Shyrida Lane, Career Services Manager	Date/Time:	12.18.2020
HRIS Title:			

Name: _____

Signature: _____ Date: _____