



Job Title: Food Distribution & Inventory Training Position

THIS IS A 6 MONTH ADULT TRAINING PROGRAM PAYING \$13 HOURLY.

SUMMARY

The Food Distribution & Inventory Trainee will learn proper process of receiving, sorting, inventory, storage, & distribution. This trainee will assist in receiving food from community donors and therefore will need to focus on and hone excellent interpersonal and customer service skills.

TRAINING FOCUS

- Food program process: receiving, sorting, inventory, storage, distribution
- Forklift & other equipment used to move pallets
- Proper food storage
- Receiving food from donors
- Food sorting & organization
- Customer service
- Organizational / time management
- Computer data entry
- Calculator, addition
- Teamwork

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist with daily operations of the food warehouse including assisting with inventory in all staging and storing areas including refrigerated and freezer locations, stock, scheduling, pick-ups (such as bread) and deliveries
- Assist with product counts, weight, or other measurement units on all donations received, stored, and distributed
- Assist with unloading, inspecting, and inventory all food pantry products arriving at The Place food storage facility, including moving of pallets and other containers utilizing forklift, pallet jack
- Assist with maintenance of the warehouse to ensure maximum cleanliness and efficiency of space
- Other duties as assigned by the Food Services Staff

SKILLS

- Basic math (add, subtract, multiply, divide whole numbers), sorting, and reading skills
- Ability to learn and safely operate pallet jacks & forklifts/Forklift Certified or get certified
- Ability to be flexible and adaptable to handle interruptions, maintain focus on tasks and produce accurate work
- Ability to lift up to 25 pounds; frequently lift, bend, stoop, and stand.
- Ability to work in varying temperature environments

WORKING CONDITIONS

Work is performed in a warehouse with a significant amount of walking on concrete surfaces. Employee may be going in and out of freezers and coolers with extreme variations in temperature. Workspace could be very dusty, and on occasions can be noisy due to the traffic of motorized vehicles operated in the building. Periodically may work outside and be exposed to the elements. Employee may be exposed to spoiled food and sharp objects due to working with damaged product. Work involves moving boxes and employee must lift, bend, stoop, pick up and occasionally move objects 25 pounds. Work involves using manual pallet jacks and therefore requires an ability to push and pull pallets to the capacity of the equipment.

We are an Equal Employment Opportunity employer committed to providing equal opportunity in all our employment practices, including selection, hiring, assignment, re-assignment, promotion, transfer, compensation, discipline, and termination. The Place prohibits discrimination, harassment, and retaliation in employment based on race; color; religion; national origin; sex (including same sex); pregnancy, childbirth, or related medical conditions; genetic information; age; disability or handicap; citizenship status; service member status; or any other category protected by federal, state, or local law. Violation of this policy will result in disciplinary action, up to and including immediate termination.

Name: (print) _____

Signature: _____ Date: _____