



Oregon Food Bank (OFB)
JOB DESCRIPTION

Job Titles: Warehouse Worker
Job Location: 7900 NE 33rd Drive, Portland, OR 97211
Immediate Supervisor: Warehouse Supervisor
Employees Supervised: None

FLSA: Non-exempt **EEO:** Labor **WC Class Code:** 8006

Prepared By: Operations Manager
Revised By: Director of Operations

CEO/COO Approval: Janeen Wadsworth, COO **Date Approved:** Nov 2010

General Description/Position Summary

Working as part of a warehouse team, the Warehouse Worker strictly follows established inventory and material handling procedures to receive and distribute food and other products using a warehouse management system (WMS) & hand held computers. May work in metro, statewide, Food Recovery Center (FRC), or receiving areas. The Warehouse Worker performs a variety of warehousing duties that require an understanding of Oregon Food Bank Standard Operating Procedures (SOP), process flow, WMS and requirements of the US Department of Agriculture (USDA), US Occupational Safety and Health Administration (OSHA), and Feeding America.

Duties and Responsibilities

- Route product as directed to storage locations, verify item, count and locate into inventory using hand-held computer as per OFB SOP.
- Assist in the loading/unloading of inbound product.
- Combine pallets and rearrange space to accommodate a steady flow of product.
- Assist inventory staff in performing cycle counts & reconciliation of product as per SOP.
- As needed, perform inventory replenishment for state and metro warehouses per SOP.
- Pick orders using hand held computer per SOP.
- Executes inventory-related recall directives.
- Participate in planned physical inventories.
- Keep assigned areas clean and perform other housekeeping and sanitation duties. Perform pest control inspections. Maintain temperature and pest control logs. May perform light building maintenance.
- Assist in labeling incoming product.
- Assist local agency representatives in picking up orders.
- Provide support to Volunteer Action Center
- Operate powered industrial trucks (forklifts) IAW OR-OSHA 1910.178 and observe best practices for safety in all warehousing activities.
- Other duties as assigned.

Specialized Duties for Receiving Area:

- As directed by Warehouse Manager or designee, verify the correctness of incoming shipments by comparing items and quantities unloaded against bills of lading, invoices, manifests, storage receipts or other records.
- Receive inbound product in accordance with OFB receiving SOP.
- May direct other warehouse workers, community service workers, or others in the performance of the above activities.

Qualifications

- High school diploma or GED.
- Basic math (add, subtract, multiply, divide whole numbers), sorting, and reading skills.
- Ability to operate a hand-held & desk top computer, such as picking or locating inventory, sending and receiving electronic mail, and preparing basic memos. Working knowledge of English grammar, spelling and usage.
- Ability to learn and safely operate manual & powered industrial trucks (forklifts) IAW OR-OSHA 1910.178.
- Ability to speak clearly over the phone and push-to-talk telephones.
- Strong problem solving skills and ability to manage multiple projects with attention to detail, handle interruptions, maintain focus on tasks and produce accurate work.
- Ability to establish and maintain effective working relationships with diverse stakeholders.
- Ability to work independently and as part of a team.
- Ability to obtain food safety certification.
- Must be able to pass criminal background check.

Working Conditions

Work is performed in a warehouse with a significant amount of walking on concrete surfaces. Entrances may be open and work conditions during the summer months can be very hot, and during the winter very cold. Employee may be going in and out of freezers and coolers with extreme variations in temperature. Certain work requires prolonged time (i.e. the majority of a shift) working within the freezer at sub-zero temperatures. 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 move objects up to 50 pounds. Work involves using manual pallet jacks and therefore requires an ability to push and pull pallets over 2,000 pounds.

Persons performing this job may work with individuals performing community service. As set forth in our policies, Oregon Food Bank does not tolerate harassment on any characteristic protected by law. No person is permitted to carry weapons of any sort on Oregon Food Bank premises and we strictly enforce a no-violence policy in the workplace.

Work schedule will vary and may include work on evenings, weekends and holidays due to special events, inclement weather, and other projects related to timely and accurate warehousing and distribution of product.

This job description does not list all the duties of the job. You may be asked to perform other duties. You will be evaluated in part based upon your performance of the tasks listed in this job description. Oregon Food Bank has the right to revise this job description at any time. The job description is not a contract for employment.