



WAREHOUSE ASSOCIATE

COMPANY OVERVIEW

Feeding Tampa Bay food bank is a hunger relief organization who feeds the 700,000 hungry in West Central Florida. Feeding Tampa Bay is committed to building community awareness and creating an efficient food distribution network in a 10 county area.

POSITION SUMMARY

Warehouse Associates receives inbound product and selects outbound orders for agency pickup and delivery. Ensuring proper food safety and warehouse safety procedures are followed. Supports and trains our volunteers when needed.

JOB OVERVIEW

Email: HR@feedingtampabay.org

Phone: No phone calls accepted

Employee Type: Full-Time, Hourly

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide friendly, respectful, and courteous customer service to agencies and donors.
- Select or organize orders for agency pick-up, deliveries, and direct distributions in a timely manner (average 120 cases per hour) and in accordance with food safety procedures.
- Responsible for keeping their work areas clean upon completion of the shift. (Sweep aisles, pick up trash, empty trash cans, compact all cardboard).
- Receive food donations promptly and in accordance with food safety procedures (all refrigerated and frozen items should be stored away within 30 minutes of arrival).
- Ensure proper rotation of products, especially fresh produce, other perishable and frozen products.
- Responsible for having the warehouse clean and free of safety hazards.
- Provide support for volunteer projects as requested.
- Develop relationships with peers, agencies, food donors, volunteers and staff and work as a team member.
- Attend FTB meetings.
- Assist in keeping our warehouse and equipment in good working order.

MINIMUM QUALIFICATIONS: High School diploma or equivalent. 2 years of warehouse experience; preferred. Certified in the use of electrically powered forklift and pallet jacks; preferred. Ongoing lifting/lowering, push, pull, and carrying boxes/packages weighing up to 50 lbs. for 8-hour shift. Work in an environment that will contain variable temperatures and humidity, exposure to noise, dust/dirt. Bend, stop, crouch, climb, stand, sit, walk and turn/pivot throughout an 8 hour shift, 5 days a week. Knowledge of food safety / handling knowledge. Ability to work flexible schedules, including weekends. Experience in fresh produce, refrigerated items and frozen inventory. Ability to communicate with culturally diverse groups. Excellent communication, organizational, and interpersonal skills. Some computer knowledge or the desire to learn preferable. Ability to work independently and be accurate with data. Ability to perform basic mathematical functions. Positive attitude and a good sense of humor.

Interested applicants Send resume and contact information to HR@feedingtampabay.org