Warehouse Associate

COMPANY OVERVIEW
Focused on uplifting our neighbors toward long-term sustainability, Feeding Tampa Bay nourishes human potential by providing access to food and then leveraging that access to connect those we serve with empowering resources. With a commitment to end hunger in our region by 2025, our work is driven by the desire to create health and capability in every family, child and senior we serve.

At Feeding Tampa Bay, we are on a united path to transform our community. We thoughtfully drive change while embracing and celebrating our collective impact, as well as the impact of each individual.

If you’d like to learn how you can make an impact as part of our dedicated team in the Warehouse Associate position, we want to hear from you!

SUMMARY
Warehouse Associates receive 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, Non-Exempt

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.
- Assist in training volunteers in the sorting of donations or receiving/selection of orders.
- Provide support for volunteer projects as requested.
- Ensure operations comply with FTB, State and Local regulations.
- 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.
- Must be available for a flexible schedule based on the business need to include, opening, mid, and closing shifts to include weekends.
- Other duties and responsibilities as assigned
QUALIFICATIONS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
- High School diploma or equivalent; preferred
- 2 years of warehouse experience; preferred
- Certified in the use of electrically powered forklift and pallet jacks; preferred
- Commitment to understanding and supporting FTB’s mission
- 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