

FOOD BANK OF THE RIO GRANDE VALLEY, INC.
JOB DESCRIPTION

FULL TIME EQUIVALENT: 1.0
Non - Exempt

POSITION TITLE: Warehouse Associate
ACCOUNTABLE TO: Warehouse Manager

GENERAL DESCRIPTION: The objective of this position is to assist with the coordination of partner agency pick-ups, orders, and general warehouse work.

RESPONSIBILITIES:

- Assists warehouse personnel with orders and partner agencies
- Sweeping, mopping, and disposing of trash as assigned by the Warehouse Manager
- Operates pallet jacks, and other equipment in a safe manner
- Complies with all health regulations and other laws that govern food handling
- Works cooperatively with Warehouse Manager
- Contributes to team effort by accomplishing related results as needed
- Performs additional duties as assigned by the Warehouse Manager

QUALIFICATIONS:

- General knowledge of community service and an understanding of volunteerism
- Knowledge of or experience in the operation of warehouse equipment
- Basic knowledge of food storage and handling regulations
- Ability to politely be firm and decisive
- Good judgment and discretion
- Ability to represent the Food Bank RGV in a courteous, professional manner
- Ability to understand and follow instructions
- Ability to work cooperatively with other staff, volunteers, store employees and agency personnel
- Knowledge of correct ways to lift heavy objects safely and physical ability to do so
- Must be able to lift a minimum of 60 pounds.

The above statements are intended to describe the general nature and levels of work to be performed and are not intended to be an exhaustive list of all responsibilities and duties.

The Food Bank of the Rio Grande Valley, Inc. provides equal employment opportunity without regard to race, color, sex, religion, national origin, political belief, age or disability. The Food Bank RGV conforms to all applicable federal and state laws, rules, guidelines and regulations and provides equal employment opportunity in all employment and employee relations.

The Food Bank RGV assures that all applicants for employment and all Food Bank RGV employees are given equal consideration based solely on job-related factors, such as qualifications, experience, performance and availability. Such equal consideration applies to all personnel actions, including but not limited to recruitment, selection, appointment, job assignment, training, transfer, promotion, merit increases, demotion, termination, pay rates and fringe benefits. The Food Bank RGV reviews, evaluates and monitors all personnel matters to ensure that they are in accordance with this policy.

The Food Bank RGV takes seriously and will investigate promptly and thoroughly all charges of alleged discrimination in employment, and inform the Food Bank RGV employees of their rights in regard to equal employment.

The Food Bank RGV requires its personnel to act in conformity with the principles outlined in this statement through strict adherence to the above statements and recognizes that the effective application of equal opportunity in employment must involve more than a non-discriminatory statement. The Food Bank RGV recruits, hires, trains and promotes into all job levels the most qualified persons without regard to race, color, religion, sex, national origin, political belief, age or disability status. The Food Bank RGV takes positive steps to eliminate any discrimination from its personnel practices, and creates an environment that encourages equal opportunity for all of its employees.

The Food Bank RGV distributes information regarding equal employment opportunity through the employee handbook and various publications. Equal Employment Opportunity related complaints may be made to your supervisor or Department Director