

# San Antonio Food Bank



**Position Title:** Warehouse Worker

**Accountable to:** Manager Warehouse Operations

## **Responsibilities include:**

- Receives all incoming donations, Inventories, classifies and assigns location.
- Fills requests for food and grocery items and conveys to loading dock for up loading to agency transportation.
- Inspects incoming loads prior to unloading to ensure proper temperature, no signs of pest activity and cleanliness of truck. Record any discrepancy on receiving log.
- Conveys food and food products from receiving or production area to storage or to other designated areas.
- Sorts and places pallets of food on racks or production areas or other designated areas i.e. refrigerated rooms.
- Identifies and classifies food and grocery products using warehouse stock classification list.
- Weighs, counts and records amount of sorted and unsorted food boxes received or distributed to ensure conformance with invoices and bills of lading.
- Assists in conducting inventory.
- Always acts as ambassador of the San Antonio Food Bank when conducting business with donors, potential donors, partner agencies and donation recipients.
- Uses the standard cleaning schedule to annotate cleaning the warehouse areas by using cleaning materials, brooms, vacuums and floor scrubber.
- Assists in pest control and ensures white band area is clean and free of obstruction.
- Keeps driver license, material handling equipment license/certification and any other permit required to perform duties current.
- Inspects equipment prior to use.
- Accepts additional duties as assigned.

## **Qualifications**

- High School degree or equivalent
- Forklift/pallet jack certified

- Able to lift and or move up to 50 pounds
- Attention to detail, accuracy and the meeting of deadlines

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.

**Please submit a cover letter and resume to [hrsafb@safodbank.org](mailto:hrsafb@safodbank.org).**