

## **Warehouse Worker/Receiver**

Position Summary: The person in this position is responsible for all aspects of receiving product for Second Harvest Food Bank of NW PA. Also assists with the handling, storing, processing and distribution of food products to charitable feeding programs. **This position requires successfully passing a DOT Physical Exam and drug screening.**

**DUTIES AND RESPONSIBILITIES** include the following: This list is not all-inclusive and other duties may be assigned.

- Follows procedures for product safe handling as set forth by Feeding America, Dept. of Agriculture, USDA, Department of Health and other organizational requirements.
- Demonstrates a professional demeanor and excellent customer service when greeting and interacting with agency representatives, donors and all visitors, exemplifying the organization's values of respect, responsiveness and professionalism.
- Directs inbound deliveries to appropriate dock and unloads product from trucks and trailers by hand and with equipment into the warehouse.
- Double counts inbound product to ensure accuracy.
- Ensures all reportable invoices and Bill of Lading's are submitted to appropriate external parties.
- Follows all established receiving procedures and food safety guidelines.
- Attaches pallet tags to products and moves incoming product to appropriate storage areas for distribution of product.
- Regularly and safely operates all material handling equipment including forklifts and hand jacks.
- Loads trucks with outbound shipments as appropriate.
- Double counts pulled orders and slots agency orders.
- Picks products to fill agency orders as needed.
- May drive company vehicles for pick-up of donations and delivery of agency orders when needed.
- May assist with volunteers and serves as back-up to Volunteer Worker when needed.
- Assists in maintaining a clean, safe, and orderly warehouse.
- Maintains accurate inventory records and assists with physical inventories.
- Performs assigned warehouse duties and other duties as required.

### **Must be able to:**

- Handle multiple priorities
- Work with and be familiar with data entry and data entry programs, in addition to computer software programs including Microsoft Office, Internet, and e-mail
- Work in a fast-paced environment. Experience with bar coding a plus.

Job Type: Full-time

Salary: \$15.10 per hour

Benefits:

- Dental insurance
- Disability insurance
- Health insurance
- Life insurance
- Paid sick time
- Paid time off
- Vision insurance

Schedule:

- Day shift
- Monday to Friday

Ability to commute/relocate:

- Erie, PA 16501: Reliably commute or planning to relocate before starting work (Required)

Experience:

- Warehouse experience: 2 years (Required)

License/Certification:

- Driver's License (Required)

Work Location: In person