

Community Action Program of East Central Oregon (CAPECO)

Job Description

Job Title	Warehouse Assistant	Supervised By	Food & Nutrition Manager Director of Programs
Department	Food & Nutrition	Salary Level/Wage	Range 5/\$10.42 per hour
Revised	March 2017	Job Classification	Part-Time

Position Overview

Strictly follows established inventory and material handling procedures to receive and collect fresh perishable food products from local grocers. Delivers food product to pre-determined locations in a four-county service area. Performs a variety of warehousing duties that require an understanding of inventory controls, requirements of the US Department of Agriculture (USDA), US Occupational Safety and Health Administration (OSHA), and Feeding America. Requires the operation of various pallet jacks and a cargo van. Assist in direct-client services by assisting clients with food order pick-ups and deliveries.

Major Duties and Responsibilities

- Verify the accuracy of incoming shipments by comparing items and quantities unloaded against bills of lading, invoices, manifests, storage receipts or other records.
- Assist in labeling incoming product.
- Route product as directed to storage locations, verify item, count and locate into inventory system.
- Combine pallets and rearrange space to accommodate a steady flow of product.
- Pull orders using a predetermined invoice.
- Execute inventory-related recall directives.
- Keep assigned area clean and perform other housekeeping and sanitation duties. Assist clients and local agency representatives in picking up orders.
- Performs other duties as assigned by the Food & Nutrition Manager and the Director of Programs.

Qualifications

- A High School Diploma, GED or equivalent relevant work experience.
- Past experience with inventory controls and basic record keeping a plus.
- Good communication skills and legible handwriting.
- Must be able to lift 50 pounds on a regular basis.
- A valid driver's license and an acceptable driving record per our insurance carrier.
- Forklift driving experience is preferred.

THE ABOVE JOB DESCRIPTION has been discussed with me, and I accept all responsibilities and can perform all duties with or without reasonable accommodations as outlined above.

SIGNATURE

DATE

EQUAL OPPORTUNITY EMPLOYER