

**Community Action Program of East Central Oregon
(CAPECO)
Job Description**

WAREHOUSE ASSISTANT

Supervised by:	Program Manager – Food & Nutrition
Classification:	Regular Part-Time (32 hours/week)
Position Status:	Non-Exempt
Salary Level/Wage:	Range 5 - \$10.63
Benefits:	Life Insurance, 401K Plan and Sick Leave
Closing:	This position is open until filled, first screening 12/20/2017

HOW TO APPLY

To apply for this position we must receive a completed CAPECO application. An application can be found by visiting our website at CAPECO-WORKS.ORG or pick up at our Main Office located at 721 SE 3rd Street, Suite D, Pendleton, OR 97801. Cover Letters and Resumes may also be included, but will not be accepted without an application.

Please return completed application, optional resume, cover letter and any other required documents to: 721 SE 3rd Street, Suite D, Pendleton, OR 97801 or aalexander@capeco-works.org. Please send it attention Human Resources if you are sending by mail.

POSITION OVERVIEW

Strictly follow established inventory and material handling procedures. 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. Involves the operation of a forklift, cargo van and various pallet jacks. 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 using first in first out method, 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.
- 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