

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

Position: WAREHOUSE ASSISTANT
Supervised by: Program Manager
Department: Food and Nutrition
Classification: Regular Part Time (32 hours/week)
Position Status: Non-Exempt
Location: Warehouse - Pendleton
Range/Salary: Range 5 - \$10.63/hour
Benefits: Life Insurance, 401K Plan and Sick Leave

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 can be picked 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 hr@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.

ESSENTIAL FUNCTIONS

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. Other duties, responsibilities and activities may change or be assigned at any time with or without notice. To perform this job successfully, an individual must be able to perform each essential function satisfactorily with or without reasonable accommodation.

- 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.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND MINIMUM QUALIFICATIONS

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the job.

- 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.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

The physical demand and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle or feel; climb or balance; stoop, kneel, crouch, or crawl; twist; bend; reach with hands and arms; talk and hear; use hands to manipulate. The employee must regularly lift and/or move objects of light to moderate weight (up to 50 pounds). Specific vision abilities required by this job include close vision and distance vision. The noise level in the work environment is usually moderate.

This job operates in a warehouse/office environment. This role occasionally uses standard office equipment such as computers, photocopiers/scanners, shredders and filing cabinets. The position also regularly operates a forklift and pallet jacks.

SPECIAL REQUIREMENTS:

- Must pass a criminal history background investigation; however a conviction of a crime may not necessarily disqualify an individual from this position
- CAPECO is a drug free workplace and pre-employment screening will be required.
- Must possess a valid Driver's License and insurable driving record is required

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