

Warehouse Team Member

Classification: Full-time, non-exempt
Department: Operations
Reports To: Warehouse Supervisor
Starting pay: \$16.00/hour

Tri-State Food Bank offers a superior benefits package which includes health/dental/vision insurance, life insurance, \$2,000 per year IRA contribution, 13 paid holidays, and PTO. Tri-State Food Bank pays 90% of employee's individual health insurance premium. There is a 90-day waiting period for medical, dental, vision, life insurance and holiday pay; and a 180-day waiting period for IRA contribution and PTO.

SUMMARY

The Warehouse Team Member will carry out the daily plan as instructed by the Warehouse Supervisor. Primary duties will be the pulling and staging of agency orders, ensuring cleanliness of assigned spaces, and adherence to good warehousing practices and food safety.

DUTIES AND RESPONSIBILITIES

- Fill member agency product orders.
- Assist the Warehouse Supervisor in organization of warehouse.
- Assist with unloading trucks utilizing proper receiving procedures.
- Sort food and become proficient in quality assurance salvage guidelines.
- Practice good warehousing and food safety as outlined in Tri-State Food Bank's Quality Assurance Manual.
- Keep warehouse, grounds and vehicles clean and neat, utilizing the Master Cleaning Schedule.
- Operate forklifts, electric pallet jacks, and other warehouse equipment.
- Commit to the mission goals of Tri-State Food Bank.
- Perform other duties as assigned.

SKILLS AND EDUCATIONAL REQUIREMENTS

- A high school diploma or GED.
- Strong basic math skills in addition, subtraction, multiplication and division.
- A valid driver's license; a valid chauffer's license and/or a Class B CDL is preferred but not required.
- Physical requirements:
 - Ability to lift 50 pounds.
 - Ability to be on one's feet for several hours, walking, bending, and lifting.
- Ability to operate forklifts, electric pallet jacks, and other warehouse equipment.
- Ability to safely operate Tri-State Food Bank vehicles.
- Be of good character, good work ethic, and a self-starter.
- Ability to receive directions from the management staff.
- Ability to work with staff and a variety of volunteers.
- Must be insurable by Tri-State Food Bank's insurance company.
- Must receive forklift certification within 3 months from date of employment.
- Must be willing to undergo drug screening.

To apply: Complete TSFB employment application (available for download at www.tristatefoodbank.org) and submit to Mike Woolley, Warehouse Supervisor, 2504 Lynch Road, Evansville, IN 47711.