



Position Title: Warehouse Specialist
Classification: Full-Time, Non-Exempt
Schedule: Monday - Friday, 3:00 am – 11:00 am
Department: Operations
Reports to: Distribution Operations Manager
Location: Meridian, ID
How to Apply: <https://idahofoodbank.org/about/employment/>

Job Summary:

The Warehouse Specialist is responsible for performing a variety of manual tasks associated with the acquisition, storage, and distribution of food and other donated products including pulling orders, unloading deliveries, repacking food products, operating warehouse equipment, volunteer supervision, and general maintenance and cleanup.

Principle Duties and Responsibilities:

- Commit to upholding principles and best practices for food safety. Assist in verifying food safety standards are met for products and packaging materials through visual inspection, product handling and temperature monitoring when applicable.
- Ensure warehouse areas are clean and sanitary, conduct cleaning activities according to schedule and ensure cleaning records are accurate, complete and current.
- Ensure all required documentation necessary for compliance to occupational safety, food safety standards and regulatory requirements is complete, accurate and current.
- Warehouse receiving, sorting, storage, and distribution assuring proper handling of supporting documentation in compliance with internal control procedures.
- Assist in opening and closing warehouse daily using best practice methods.
- Maintain good working knowledge of warehouse inventory.
- Assist in daily operation of warehouse and other related activities as required or assigned by Warehouse Coordinator or Distribution Operations Manager.
- Assist in facilitating monthly inventory, counting, and reconciliation.
- Assist in maintaining cleanliness and order in the warehouse and facility grounds.
- Ensure a FIFO system is used for all inventory including refrigerated, frozen, dry, and CNS products.
- Assist with growth of distribution of product through the mobile pantry program and general distribution to agencies.
- Provide daily records of any destroyed or adjusted products to the Warehouse Supervisor.
- Other duties as assigned.

You may be assigned one of the following as a primary responsibility in addition to the Principle Duties and Responsibilities:

Order Puller:

- Pick or pull agency orders and perform other tasks that contribute to smooth operations and enhanced distribution capabilities for all programs.
- Receive incoming loads and preparation for outgoing loads.
- Ensure shrink wrap and pallet tags are neat, free of debris, and legible.
- Daily inspections for freezer sanitation and neatness which includes cleaning up cardboard and plastic refuse, squaring pallets, moving pallets, and preparing for anticipated next-day work. Assure tidiness and organization of work areas including freezer, cooler, and all other dry storage areas.
- Make sure inventory discrepancies and order fulfillment issues are documented and brought to the attention of the Warehouse Coordinator and or Inventory Control Supervisor.
- Keep freezer and pick locations in an orderly fashion and in compliance with AIB and Feeding America standards.

- Supplies food and or supplies to the volunteer room as needed for repack production.
- Other duties as assigned.

Distribution Support As Needed

- Daily pull and stocking of refrigerated goods for display in distribution and cooler areas.
- Responsible for smooth and efficient distribution of product to the agencies including but not limited to, updating appointment boards, pulling and staging orders, assisting agencies with any shopping support. Support could include shopping and weighing of product and correctly capturing proper inventory codes in Ceres for final print and signature of AOR.
- Help ensure the distribution area is clean and free of debris and media ready.
- Help ensure reporting is correctly entered and turned in on a daily basis, both AOR's and destroy.
- Other duties as assigned.

Knowledge, Skills and Abilities Required:

- High School Diploma/GED
- 1 or more years related experience and/or training.
- Must have keen time management skills and the ability to multitask.
- Be a strong independent worker, self-starter, and able work with minimum supervision.
- Effective communication and training skills while working with diverse groups as part of a team.
- Good interpersonal skills and capable of giving kind and appropriate directions to volunteers. Ability to positively interact with internal and external customers.
- Good math, legible writing skills, and ability to keep accurate records.
- Must be a defensive driver with a Class D driver's license, current DMV printout with no moving violations, and a forklift certification, including but not limited to, pick-up and delivery.
- Proficient with Microsoft Office.
- Ability to drive automatic and standard vehicles, operate standard warehouse equipment and demonstrated ability in maintenance and basic repair of delivery equipment. Ability to safely operate all types of warehouse equipment, including, but not limited to, pallet jacks, forklifts, pickers and dock levelers.
- Become Serv-Safe certified; commit to adhering to safe food handling and storage guidelines and practices.
- Must be familiar with the use of the safety equipment required to perform the function of this job and use it on a daily basis.
- Individual will be subjected to frequent standing, walking, stooping, kneeling, and crouching. Must regularly lift and/or move up to 20 pounds, frequently lift and/or move 50 pounds, and occasionally lift and/or move more than 50 pounds with assistance or equipment.
- Knowledge and prior application of safe work practices and an attitude of safety awareness.
- Ability to manage multiple tasks with excellent organizational skills. Strong problem solving capability and ability to follow detailed instructions
- Ability to function in extreme environment with freezer and refrigeration units.
- Assist with loading and unloading of vehicles, warehouse maintenance, and cleaning of vehicles.
- Ability to work diverse schedule

Food Safety:

- Commit to upholding policies, principles and best practices for food safety.
- Understand the personal responsibility to follow all safety policies and health rules, programs and procedures, to report all unsafe acts, environment or behaviors immediately and to always report safety issues, incidents or accidents immediately.

Employment Requirement

- Negative Drug Screen
- Successful Background Clearance

Disclaimer

This job description in no way states or implies that these are the only duties to be performed by the employee in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give assignments.

This position description excludes the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Organizational Culture

At The Idaho Foodbank, we live our core values of **Belonging, Commitment, and Collaboration**. We're driven by our mission to nourish, educate, and advocate for food-secure communities. We believe every team member plays a vital, daily role in our mission.

Equal Opportunity Employer

The Idaho Foodbank is an Equal Opportunity Employer committed to fostering a welcoming and supportive workplace. We strive to create an environment where all employees and those we serve feel valued, respected, and empowered to reach their full potential. Our hiring and workplace practices are rooted in merit, fairness, and belonging.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, age, national origin, disability, protected veteran status, gender identity, or any other factor protected by applicable federal, state, or local laws.