



## Warehouse Associate

Employment type: Full-time  
Organization type: Non-profit organization  
Reports to: Operations Manager  
Compensation: \$15.00 hour  
Hours: Monday – Friday 7:30a to 3:30p, some overtime

### **JOB FUNCTION**

Pulls and stages orders, loads and unloads product and participates in ongoing cleaning and maintenance programs. Operates commercial vehicles to pick up and deliver product.

### **JOB DUTIES**

- Pull and stage orders for delivery or in-house pick up
- Assist partner agencies with loading and unloading
- Participate in the timely unloading, inspection and placement into inventory of all product arriving at the Foodbank
- Pick up product from donors or vendors and deliver to Shared Harvest Foodbank
- Deliver orders to central drop points or partner agencies
- Actively participate in cleaning and maintenance of equipment, facilities, and property
- Maintain a high level of customer service with partner agencies, donors, volunteers and other constituent groups
- Other duties as assigned.

### **JOB REQUIREMENTS**

- High School Diploma or GED
- Valid Ohio Driver License with clean driving record
- Willingness to obtain Class B CDL
- Ability to safely operate power jacks and forklifts
- Basic reading, math, and computer skills
- Ability to lift 65 pounds safely on a regular basis
- Ability to work as a team member and independently
- Willingness to pursue appropriate professional development opportunities
- Ability to work with diverse constituent group

### **BENEFITS**

- Health Insurance
- Retirement Plan
- Paid Holidays
- Paid vacation and Personal Time Off (PTO)
- Personal satisfaction in the work of helping people who depend on charity to put food on the table

Send resumes to: [terry@sharedharvest.org](mailto:terry@sharedharvest.org)

Shared Harvest Foodbank 5901 Dixie Highway Fairfield, OH 45014



