

Rhode Island Community Food Bank

Job Description

Position Title: Receiver (Warehouse Worker II)
Reports To: Warehouse Supervisor
Status: Non-Exempt (hourly)



Our Mission: To improve the quality of life for all Rhode Islanders by advancing solutions to the problem of hunger.

Our Vision: We envision a state where no one goes hungry.

Position Summary: The receiver is responsible for the direct day-to-day receiving and warehousing activity including: ensuring that we are in compliance with AIB operating standards, receiving and inspecting all loads in compliance with general and AIB procedures, ensuring that all loads are received and warehoused daily keeping aisle clear and product warehoused for proper product flow.

Duties and Responsibilities:

1. Responsible for keeping the dock schedule and ensuring that all receiving practices are followed in compliance with FA and AIB standards including the inspections and documentation.
2. Completed all receiving paperwork accurately and on time.
3. Works with warehouse team to keep the storage areas maintained to FA and AIB standards.
4. Works with team to ensure that product is rotated and re-warehoused to maximize space and efficiency.
5. Works with team ensure the efficient and safe warehousing of all product
6. Understand the work flow and the overall food bank operation in general and specifically how the work of the warehouse team affects other areas of the department.
7. Customer services duties include interacting with agencies that come in for orders, and representing the food bank, its work and mission to any visitors in the building.
8. Assist with special events both at the food bank and occasionally off-site. Duties may include set-up, breakdown, serving as a food bank representative, etc.
9. Have comprehensive knowledge of safety procedures, equipment handling & training. Must participate in department training and certification programs. Also, responsible for safely operating equipment such as hand trucks, pallet jacks and powered equipment such as electric pallet jacks, forklifts and reach trucks after the completion of in-house training.

Skills and Qualifications:

- High school diploma or GED and at 5-7 years experience in warehousing.
- Forklift certification and experience using standard warehouse equipment including pallet jacks, man-ups and reach trucks.
- Experience with food warehousing and distribution strongly preferred.
- Knowledge & experience with effective inventory management & supporting systems.
- The ability to work with groups of people at varying levels & positions
- Problem solving skills and the ability to quickly asses issues and develop new strategies.
- Proficient with Microsoft Windows and Office environment (Word, Excel, Outlook) and standard office equipment.

- Ability to manage multiple projects with attention to detail, deal with interruptions, and maintain focus on tasks while producing accurate work.
- Ability to communicate effectively in a team environment of staff members, truck drivers and volunteers.
- Ability to work independently and as part of a team.
- Ability to work with people from diverse social and ethnic backgrounds.
- Must be able to pass a criminal background check.

Working Conditions: Work is typically performed in a warehouse environment and is subject to varying temperatures (exposed dock, coolers and freezers) in all seasons. Regularly lifts and moves objects up to 50 pounds. Regularly uses standard warehouse equipment, including forklifts and pallet jacks and also regularly uses computers. On occasion, works outside of normal working hours and occasionally drives to sites out in the community. There may be occasional travel to attend meetings and workshops.