



**Worcester County Food Bank
Operations Associate (General Warehouse and Truck Driving)
May 2021 through August 2021**

Description

Worcester County Food Bank's (WCFB) mission is to engage, educate, and lead Worcester County in creating a hunger-free community. WCFB collects donations of perishable and non-perishable food and distributes it through a network of Partner Agencies, including food pantries and community meal programs, trains Partner Agencies in food safety, and advocates for systemic and sustainable solutions to the problem of hunger.

JOB SUMMARY

The Operations Associate works collaboratively with members of the Operations Team to maintain an Operations Department that functions effectively and efficiently. The Operations Associate is a full-time non-exempt position reporting to the Warehouse and Facility Manager. The following responsibilities are performed in accordance with all WCFB policies and procedures, with a focus on personal safety and food safety.

General Warehouse Operations

- Operate warehouse equipment, including forklift and pallet jack. Report any issues to the Warehouse and Facility Manager.
- Document product and facility temperatures.
- Perform tasks associated with pest control, facility cleaning and facility maintenance.
- Assist in ensuring compliance with WCFB personal and food safety policies by Partner Agency representatives, volunteers, and other visitors in the warehouse.
- Pull food orders for deliveries to Partner Agencies in collaboration with team members.
- Provide support for community food drives in cooperation with other WCFB staff.
- Participate in and support all food safety activities.
- Maintain a clean and safe working environment by managing trash, washing, vacuuming, sweeping, or other cleaning processes.
- Perform other tasks as assigned by Warehouse and Facility Manager.

Driving:

- Perform inspection of WCFB truck daily. Report truck maintenance issues immediately to Warehouse and Facility Manager.
- Perform truck route according to WCFB Route Form. Report truck or food donor/donation issues immediately that occur on the road to Warehouse and Facility Manager.

- Accept donated food according to WCFB's food safety and quality standards.
- Unload and record food donations from truck.
- Clean and sweep the truck's box unit daily. Wash the interior of the box unit and exterior of the truck at least monthly or more frequently, as needed.

QUALIFICATIONS

- Commitment to WCFB's mission.
- Warehouse experience including operating warehouse equipment.
- Experience driving a box truck preferred.
- Experience with Microsoft Office a plus.
- Ability to stand for extended periods of time and lift 50 pounds throughout the day.
- Effective communication and interpersonal skills.
- Exemplary customer service skills, common sense, and strong attention to detail.
- Ability to manage tasks on time.
- Satisfactory background check.
- Meet and maintain MA Department of Transportation physical exam requirements, have a valid MA license, and maintain a safe driving record. Position **does not** require a Commercial Driver's License (CDL).

Pay Range: \$15.00 - \$18.00/hr. **Status:** Full Time - Non-exempt

To Apply: Please submit resume to Derek Fraser by

Email dfraser@foodbank.org AND HR@foodbank.org

Drop off in person at WCFB at the address below

Mail Derek Fraser, WCFB, 474 Boston Turnpike, Shrewsbury, MA 01545

Please Note: Interviews will be scheduled immediately with qualified applicants.

WCFB is an Equal Employment Opportunity (EEO) employer and welcomes all qualified applicants. Applicants will receive fair and impartial consideration without regard to race, sex, color, national origin, age, disability, veteran status, genetic data, religion or other legally protected status.

We strongly encourage people of color, women, LGBTQ + individuals, people with disabilities, and people living with or lived experience of poverty to apply.