



**Worcester County Food Bank
Operations Associate (Inventory and General Warehouse)
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 the 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 will be performed in accordance with all WCFB policies and procedures, with a focus on personal safety and food safety.

Receiving

- Safely and efficiently load, unload, receive, sort, store, and move food product with proper warehouse equipment.
- Accurately count and verify inventory quantities and check food labeling dates.
- Enter food donation data accurately and timely into inventory system.
- Maintain organized files with product donation documentation.
- Ensure food donation deliveries are scheduled and entered accurately into the Warehouse Receiving Calendar.

Distribution

- Perform Partner Agency check-in and check-out process with high level of customer service and attention to detail.
- Work collaboratively with other Operations Associates to ensure the distribution areas of food (cooler, freezer and distribution floor) are ready for Partner Agencies before 8 am every day.
- Monitor distribution areas of food during warehouse hours to make sure they are organized and clean, and that product is always available.

Inventory Control

- Oversee inventory of food product, including moving, storing, labeling, rotating, and counting; complete accurate inventory paperwork and other related tasks.
- Generate timely, complete, and accurate records of food received, distributed, and discarded.
- Perform weekly cycle counts.

- Perform monthly inventory counts.

General Warehouse Operations

- Operate warehouse equipment, including forklift and pallet jack. Report 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 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.

QUALIFICATIONS

- Commitment to WCFB's mission.
- Warehouse experience including operating warehouse equipment.
- Experience with Microsoft Office preferred.
- Experience with inventory data entry preferred.
- Ability to stand for extended periods of time and lift 50 pounds throughout the day.
- Effective interpersonal and communication skills.
- Exemplary customer service skills, common sense and strong attention to detail.
- Ability to manage tasks on time.
- Satisfactory background check.
- Meet MA Department of Transportation physical exam requirements.

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.