



Care and Share Food Bank for Southern Colorado

Division/Department: 30-Operations

Location: Colorado Springs

Job title: Warehouse Associate

Reports to: Distribution Center Manager

Status:
Hourly

Type of position:

- Full-time
- Part-time
- Contractor
- Intern

Hours: 40hrs/week

- Exempt
- Nonexempt

Position Summary:

Responsible for broad warehouse tasks and generalized role working with the department.

Duties and Responsibilities:

- Pick Agency orders as needed.
- Assist volunteer groups with sorting product and re-pack food products.
- Receive, check in and put away stock quickly and accurately.
- Replenish picking locations and unload trailers.
- Pick and replenish products in a refrigerated/freezer environment.
- Assist in the support of Care and Shares strategic plan.
- Must abide to all food safety GMP rules.
- Builds a stable and well cubed pallet
- Parks and recharges pallet jack and forklift in its appropriate spot at the end of your shift
- All other duties as assigned.

Work experience requirements:

- Valid Colorado Driver's License.
- Forklift certified and ability to operate pallet jack.
- Ability to learn quickly and thrive in a fast-paced environment.
- Ability to multi-task and work under pressure.
- Able to lift 50 pounds.
- Able to stand for long periods of time.
- Ability to make repetitive movements, including, but not limited to, using a 10-key or calculator, bending, or squatting.

Reviewed by:

Date:

Employee Signature:

Date:

By signing, I confirm that I have read and reviewed my job duties and responsibilities and am in agreement that the description is an accurate representation of my job function.