



Care and Share Food Bank for Southern Colorado

Division/Department: 30-Operations Department

Location: Colorado Springs

Job title: Distribution Center Associate (Part-time)

Reports to: Colorado Springs Distribution Center Manager

Status:
Hourly

Type of position:
 Full-time
 Part-time
 Contractor/Seasonal
 Intern

Hours: TBD hrs/week
 Exempt
 Nonexempt

Position Summary:

As a Distribution Center Associate, you will be assigned where needed in the facility on a daily basis and may be in several areas throughout the day. The role of Distribution Center Associate is critical to our function of serving our neighbors in need and must display a positive attitude, flexible nature and can-do willingness to pitch in where needed at all times.

Duties and Responsibilities:

- Actively participate with enthusiasm, possess a positive energy and commitment to work with others.
- Ability to work in a fast-paced environment with precision.
- Must be able to work in refrigerator and freezer for periods of time.
- Interact and lead volunteer shifts and set up volunteering areas accordingly.
- Assists loading product into vehicles of our partner agencies, as needed.
- Down stack pallets in receiving.
- Must always adhere to all proper protocol within the facility.
- Must abide to all food safety rules.
- Lifting, moving and placing heavy items by hand or with the assistance of material handling equipment (E.g., pallet jack, hand dolly)
- Eagerly participate in all other duties as assigned

Work experience requirements:

- High School Diploma
- Able to stand for long periods of time
- Must be able to lift 50 pounds constantly
- Certification for forklift and ability to operate a pallet jack
- Must be well organized and attention to detail
- Ability to operate a standing forklift preferred but not required

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.