# Care and Share Food Bank for Southern Colorado

## Division/Department: 30-Operations Department

## Location: Colorado Springs

## Job title: Distribution Center Associate – Evening Shift

**Reports to:** Colorado Springs Distribution Center Manager

### Status:
- Hourly

### Type of position:
- ✔ Full-time
- □ Part-time
- □ Contractor
- □ Intern

### Hours:
- 40hrs/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.
- With the utmost accuracy, pick orders for our partner agencies.
- Must be able to work in refrigerator and freezer for long periods of time.
- Assists loading product into vehicles of our partner agencies, as needed.
- Maintains accurate pick line.
- Actively participates with twice yearly inventory.
- Must be food safety trained and adhere to all proper protocol.
- Must abide to all food safety GMP rules.
- Must abide to all of Care and Share’s safety policies and health rules.
- Eagerly participate in all other duties as assigned.
- Must be available to work shifts ending as late at 8:00pm.

## Work experience requirements:
- High School Diploma
- Able to stand for long periods of time
- Ability to operate a standing forklift
- Must be able to lift 50 pounds constantly
- Valid Colorado driver’s license
- Certification for forklift and ability to operate a pallet jack
- Must be well organized and attention to detail

## Pay rate:
- $16.00 per hour

## Benefits:
- Medical, Dental, Vision, Life/Disability Insurance, PTO, 401k match

## 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.