



Location: Chester County Food Bank - 650 Pennsylvania Drive Exton, Pa 19341
Job Title: Warehouse Associate - Full Time
Hourly: \$14.00/\$14.50 DOE
Contact: Submit resume and cover letter to jobs@chestercountyfoodbank.org

Our Mission: *We mobilize our community to ensure access to real, healthy food.*

The Chester County Food Bank (CCFB) was formed in 2009 to address the escalating hunger problem in the county. Today, we are the central hunger relief organization serving more than 120 partner agencies in Chester County, PA. Through our network of food cupboards, hot meal sites, shelters and other social service organizations, we distribute over 2.5 million pounds to our neighbors with limited or uncertain access to food.

The objective of this position is to provide assistance in all areas of the warehouse and distribution. Inclusive of working with volunteers, other staff and agency personnel.

Essential Functions

- Pack orders based off of packing lists as well as what is instructed by Director of Warehousing & Logistics.
- Follows procedures pertaining to proper handling of work ticket/inventory documentation.
- Responsible for weekly and monthly cycle counts.
- Maintain the backend of the Warehouse, and if needed the freezer and cooler in a neat and orderly condition, including frequent trash removal, ensuring access to products.
- Assists route drivers by helping with deliveries if necessary.
- Operates warehouse equipment in a safe manner.
- Responsible for controlling inventory storage and movement throughout back end of warehouse.
- Complies with all health regulations and other laws that govern food handling.
- Works directly with volunteers in warehouse when applicable.
- Perform other duties as assigned, dependent on organizational needs and employee skills.

Skills, Education and Experience

- High School Graduate.
- Must retain valid Driver's License.
- Experience in warehousing and able to demonstrate ability to operate all warehouse equipment preferred.
- Must be able to work in subzero freezer.
- Ability to understand and follow written and verbal instructions.
- Highly motivated, with the ability to work independently, take initiative, participate as an effective team member and follow tasks through to completion.
- Excellent interpersonal and verbal communication skills.
- Demonstrates good judgement and discretion.
- Ability to represent the Food Bank in a professional manner under a variety of conditions.

Physical Requirements

- Ability to lift, push or pull at least 75 pounds.
- Must be comfortable in a warehouse/production environment (subzero freezer)
- Ability to operate all warehouse equipment including trucks, forklifts, pallet jacks, etc. (Will train and certify)

To Apply

Submit resume and cover letter to jobs@chestercountyfoodbank.org

These statements are intended to describe the general nature and levels of work to be performed and are not intended to be an all-inclusive list of duties and responsibilities.