



Warehouse Inventory Associate

Flexibility to meet CCFB Warehouse Hours: 7:00AM – 5:30PM

Status: Full-Time/Non-Exempt

Hourly Rate Range: \$18-\$20

OUR MISSION:

The Chester County Food Bank seeks to create a food secure Chester County. We mobilize and education our community to ensure access to nutritious and familiar food. Chester County Food Bank (CCFB) is a county wide, non-profit organization located in Exton, PA and has been in existence since 2009. CCFB works with over 100 community partners to distribute over 4.5 million pounds of food annually to Chester County residents. We provide educational opportunities through programs to engage the community in hands on learning experiences.

POSITION SUMMARY:

The Warehouse Inventory Associate works to ensure that all incoming inventory is received in a safe manner in accordance with state regulations. In addition, the associate is responsible for entering all inventory information on a timely and accurate basis into the inventory platform in accordance with established procedures. The associate works in collaboration with all members of the Operations, Finance, and Food Access and Education teams to ensure inventory is handled, stored, and counted in accordance with policies and procedures. The associate is responsible for providing general logistical support to all CCFB operations and programs.

The Associate will adhere to the minimum requirements for product record keeping and inventory and will maintain accurate inventory records for both auditing and tax purposes.

ESSENTIAL FUNCTIONS:

The essential functions include, but are not limited to the following:

- Inspect and label all incoming deliveries for quality assurance.
- Comply with all CCFB practices and procedures, OSHA guidelines and local health department codes, Feeding America, Federal, State and all standards applicable to food acquisition, storage, distribution, equipment operation, tasks, etc.
- Responsible for receiving, processing, product transfer, and receipts transactions within the database daily and submitting and reconciling reports.
- Oversee the movement of material from Receiving to the Warehouse in an efficient, effective, and safe manner while ensuring materials are stored properly to conserve space and comply with safety procedures.
- Manage cycle counts and physical inventory as required.
- Communicate effectively with external stakeholders regarding product offerings to ensure compliance.
- Unload trucks and other vehicles to receive products in a safe and effective manner; load as needed.
- Assist with facility and equipment maintenance in support of the planned schedule.
- Daily and weekly inspection and service of warehouse equipment.
- Identify and report any incidents or safety risks to your supervisor.
- Responsible for trash removal, recycling, and compost disposal.
- Daily pest control monitoring, recording, and corrective action of facility and perimeter.
- Pick-up food donations and/or purchased products utilizing designated vehicles as assigned.
- Assist with all food programs to maintain back of warehouse, inventory control and movement including dry, refrigerated, and frozen.
- Be punctual, accurate and ensure safety and cleanliness overall.



- Develop professional, dependable, and respectful working relationships with internal and external stakeholders, including management, carriers, supply chain, vendors, staff, volunteers, and donors.
- Provide guidance and oversee volunteers as needed for warehouse shifts.
- Monitor agency ordering, including picking, packing, and order confirmation.
- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS (Knowledge, Skills, and Abilities):

- Must be at least 21 years of age with a High School Diploma or Equivalent.
- Experience managing a database or inventory platform.
- Experience in general warehouse duties including operation of warehouse equipment, forklift, and electric pallet jack. (Training and certification provided)
- Pass Department of Transportation (DOT) Physical, with ability to lift and move a minimum of 30 pounds. daily and manual dexterity required for operating machinery.
- Valid Pennsylvania Driver's License and Approved Three Year Motor Vehicle Record.
- Proficient in MS Office including Excel, Access, and Word.
- Ability to work independently with minimal supervision.
- Strong interpersonal, customer service, problem solving, verbal and written communication skills.
- Ability to be a team player and meet deadlines.

WORK SCHEDULE: This is a full-time, non-exempt, hourly position. This is primarily Monday - Friday but may require occasional evening or weekend hours. Due to the nature of the CCFB programs and services, it is essential that staff be able to perform their essential job functions and consistently meet the qualifications and physical requirements.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform the functions.

While performing the duties of this position, the employee frequently is required to use hands or fingers, handle, or feel objects, tools, or controls. The employee is frequently required to stand; walk; sit; push; pull; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must lift and/or move up to 50 pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, and the ability to adjust focus. Machinery operation requires the use of safety equipment to include but not limited to eye safety glasses, hearing protectors, work boots, and hardhats. Loose-fitting clothes and jewelry are not permitted. The noise level in the work environment is usually moderate. Hazards include a variety of physical conditions such as proximity to moving mechanical parts, moving vehicles, electrical current, high heat/cold, and exposure to chemicals.



EQUAL OPPORTUNITY: The Chester County Food Bank considers candidates for all positions on the basis of qualifications and without regard to race, color, religion, gender, national origin, genetic information, age, physical or mental disability, sexual orientation, marital status, or status as a Vietnam-era or special disabled veteran or other protected classification and in accordance with applicable federal, state, and local laws.

Chester County Food Bank reserves the right to change this job description as conditions change.

TO APPLY: Please send your resume to camahoney@chestercountyfoodbank.org. No phone calls please.