



## UCAN Employment Opportunity

Food Warehouse Associate - Douglas County Food Bank	
<b>Food Shares</b>	<b>Applications accepted until: January 14, 2019 5 p.m.</b>
<b>Budgeted hours: 24 hours/week</b>	<b>Salary: \$10.75-\$14.60/hour plus Dental, Retirement and Paid Time Off Benefits</b>

**THE POSITION:** To assist the Warehouse and Distribution Coordinator with the coordination of the flow of food and products to and through the Food Bank Network in a safe, timely and equitable process. In partnership with the second Warehouse Associate, this position is also responsible for the receiving/weighing/transporting and recording donations received through the Fresh Alliance Program and other businesses/partners.

**Essential Functions of the Job:** Agency Distribution. Have products ready for distribution; pull and palletize USDA and agency orders; load agency vehicles; provide quality customer service to agency personnel and donors. Fresh Alliance. Pick up donated and purchased products, promoting and maintaining friendly, positive, and courteous relationships with donors, store managers, volunteers, vendors and the general public. Ensures food safety during transport and resolves food handling problems. Loads/Unloads and organizes products in the warehouse. Sort all products and assure all materials are ready for each day's pick-ups. Accurately count, track, weigh and document incoming and outgoing inventory and donations within the warehouse and the Fresh Alliance Program. Help to maintain an extremely organized and efficient warehouse using best practices. Operate using Primarius the computerized inventory system. This is to include receiving deliveries, monitoring orders, allocating and distributing product. Know all phases of the system. Donations/Food Drives/Special events. Assist as needed with pickup, deliveries and processing of food drives, donations, and special events. Support events as needed. Clean and safe warehouse environment. Help maintain warehouse; keep loading areas clean and organized; eliminate hazards. Provide support to agency volunteers, ensuring safety in lifting and warehouse work. Cross-train with other Food Bank personnel to learn additional skills and to be able to cover during co-worker absences. Actively attend and participate in all Food Bank Team activities and Agency-wide activities.

**MINIMUM QUALIFICATIONS:** Two years work-related experience OR satisfactory equivalent combination of work-related education, experience and training. Computerized inventory experience preferred. At time of appointment, must possess Oregon driver's license. Must become certified to operate forklifts. Ability to obtain ServSafe for Food Banking certificate within 1 month of date of hire

**DRIVING RECORD:** Applicants selected for interview will be required to bring to the interview a recent Court Print driving history obtained from the DMV. Please allow 2-3 days for delivery and longer for out of state.

In addition to the above, applications will receive further evaluation based on the following: **Knowledge of:** Basic understanding of warehouse procedures and practices; basic knowledge of general office practices and procedures and arithmetic. **Skill in:** Safe operation of equipment which includes forklift and agency vehicles; use of automated equipment and systems. **Ability to:** Communicate effectively in both oral and written form; perform several task simultaneously, demonstrate good organizational skills; work within a team structure; use good judgment during confrontational or high pressure situations; maintain confidentiality; follow policy and procedures; make decisions independently in accordance with established policies and use initiative and judgment in carrying out tasks and responsibility; courteously meet and deal effectively with other employees, volunteers, public agencies, program clients and the public.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:** Work will require bending, keyboarding, carrying and lifting up to 60 pounds, pushing, pulling, reaching, stooping, standing, and walking. The job is typically performed under somewhat disagreeable working conditions of dust, dirt, heat, cold, fumes and noise. Work requires continuous mental and/or visual attention and is performed in a safety conscious manner at all times.

**APPLY ON-LINE OR SUBMIT COMPLETED UCAN APPLICATION TO:**  
 UCAN Human Resources, 280 Kenneth Ford Drive, Roseburg OR 97470  
 541-492-3913 FAX 541-492-3921  
 Application on website: [www.ucancap.org](http://www.ucancap.org)  
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 UCAN – Creating solutions to poverty! Improving lives in our community!