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Job Description Warehouse Worker

Job Title: CASFB Food Bank Warehouse Worker

Compensation: This position is a part – time position up to 29 hours/week at \$15-\$16 per hour.

Position Summary:

The CASFB Warehouse Worker will work under the direction of the Warehouse Manager to meet the needs of pantries, partners, and our guests. This position is part of the warehouse staff and facilitates a positive daily pantry experience for guests, team members, and volunteers.

Responsibilities:

The CASFB Warehouse Worker is responsible to ensure donated goods/food stuff is used to the greatest extent as possible by the Community Action Services and Food Pantries clientele and partners. As part of the team the Warehouse Worker will ensure adherence to the first in first out principles of product rotation, and help each volunteer have a positive engagement opportunity.

The Warehouse Worker is responsible for carrying out the following types of activities:

- Performs food pantry and warehouse work necessary to provide food assistance to agency clients including:
 - Food donation receipt, product sorting and storage, stocking pantry shelves and coolers, discard of waste.
 - Work to insure effective and efficient pantry and warehouse operations.
 - Complete deliveries to partners or other community pantries as needed.
- Supports and assists Food Bank volunteers and staff in completing all tasks.
- Works in a safe manner and complies with all safety rules and procedures. Promotes team safety.
- Conducts housekeeping to assure that work areas meet USDA standards for cleanliness and that areas are organized, clean, safe, and clutter free.
- Represents Community Action in a courteous and professional manner with donors, volunteers, visitors, community members, agency partners, store personnel, school officials, clients, staff, and others.
- Maintains all necessary records including donation and disbursement receipts, client logs, timesheets, discard, etc.
- Supports successful food drives and pickups as directed including occasional Saturday work.
- Sorts donations, makes food boxes, cleans fresh produce, prepares senior sacks and 'Kids Nutrition Paks'
- Attends staff and training meetings as directed.
- Makes deliveries or pick-ups as needed to support the overall flow of goods.
- Accept extra assignments as needed or requested.

Qualifications:

- Adheres to all CASFB policies and procedures.
- Able to lift up to 80 lbs. – 40 to 60 lbs. on a regular basis.
- Must be honest, fair, courteous, and consistent in handling and disbursing donations.
- Strong interpersonal and communication skills.
- Excellent customer service skills.
- Ability to problem solve.
- Ability to work under demanding and stressful situations.
- Able to work as a team player.
- Willing to follow directions.
- Must be dependable, motivated, and a self-starter.
- Flexible and able to work some evenings and weekends if required.
- Bi-lingual – Spanish-speaking preferred but not required.
- Reliable, personal transportation required.

CASFB is an Equal Opportunity Employer

To apply, please email your resume and cover letter to WendyM@CommunityActionUC.org

Community Action Food Bank • Home Buyer & Mortgage Counseling Services • Family Development & Support Services • Circles
Community Gardens • Commercial Kitchen

VALUES
CARE, HOPE, OPPORTUNITY, RESPECT, EQUITY