

**Title:** Lead Warehouse Technician

**Position Summary:** Foodshare has a great opportunity for a **Lead Warehouse Technician** in our Bloomfield location. The *Lead Technician* is proficient in all warehouse handling functions and serves as the initial point of contact for the Warehouse Technicians, bringing issues to the attention of the Warehouse and Facilities Manager as necessary. This is a working lead role; the individual will perform general warehouse operations, including unloading, receiving and storing product; and picking orders. This individual is also responsible for stocking and rotating inventory, preparing outgoing shipments and ensuring accuracy. He/she will provide assistance to the Warehouse and Facilities Manager as required, including training and on-boarding of staff, ensuring quality control and food safety requirements are adhered to.

**Responsibilities:**

Properly unload, receive and store incoming product according to Feeding America's guidelines and Foodshare policies.

- Count and weigh all incoming product and maintain accurate records.
- Promptly break down incoming loads and place in proper storage location.
- Stock and rotate inventory, including dry, refrigerated and frozen product, using the first in first out (FIFO) rule.
- Consolidate, rotate, and move product to maintain the best use of racks and space.
- Inform the Warehouse and Facilities Manager of any product shortages to arrange for immediate shipments.
- Promptly dispose of spoiled or expired product and accurately record discarded product.

Prepare outgoing shipments according to operations guidelines.

- Accurately pick and assemble agency orders, including direct distribution shipments.
- Check outgoing shipments for accuracy and quality control.
- Wrap and prepare orders, assist drivers loading trucks with outgoing shipments.

Oversee Reclamation area personnel and activities.

- Ensure the smooth, efficient, and sanitary operation of Foodshare's reclamation program.
- Responsible for receiving product, coordinating inventory control, training and supervising volunteers and quality control.

**Education and Experience:**

- Minimum of 3 years of related experience, preferably with food and/or food warehousing/distribution.
- Sufficient reading, writing and math skills to perform above tasks.
- Supervisory experience required.
- Forklift certification, preferred. Serve-Safe certified or ability to pass test within first 30 days.

**Key Skills:**

- Previous experience using a WMS including barcoding/scanning required.
- Ability to lift 50 lbs.
- Sufficient reading, writing, and math skills to perform above tasks.
- Demonstrates excellent judgment, decision-making, and problem solving skills. Must be forward-thinking.
- Must be comfortable collecting and using data and metrics to help plan and organize work.
- Excellent interpersonal skills with ability to interact effectively in a multicultural environment.
- Bilingual English/Spanish preferred.

To apply please submit a resume and cover letter with salary requirements to:

[HFDhiring-045@foodshare.org](mailto:HFDhiring-045@foodshare.org)

Foodshare is an Equal Employment Opportunity and Affirmative Action Employer.

Foodshare maintains a drug-free workplace.