

Title: Warehouse Technician

Position Summary: Foodshare has a great opportunity for a **Warehouse Technician** in our Bloomfield location. The *Warehouse Technician* is responsible for performing general warehouse operations, including unloading, receiving, and storing product; and picking orders. The qualified individual will also be responsible for stocking and rotating inventory, preparing outgoing shipments and ensuring accuracy. This position reports to the Warehouse and Facilities Manager.

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 expired first out (FEFO) rule.
- Consolidate, rotate, and move product to maintain the best use of space.
- Keep shopping floor well stocked, organized, neat and clean.
- Inform the Warehouse & Facilities Manager of any product shortages to arrange for immediate shipments.
- Promptly dispose of spoiled product and accurately record discarded product.
- Prepare necessary space for incoming loads.

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.
- Perform general warehouse duties and assist with physical inventories.
- Keep all areas neat and clean.
- Follow warehouse cleaning schedules and keep the appropriate records of such activities.

Assist agency shoppers and walk-in donors in a courteous manner.

Education and Experience:

- Minimum of 1 year of related experience, preferably with food and/or food warehousing/distribution.
- 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 preferred.
- Ability to lift 50 lbs.
- Sufficient reading, writing, and math skills to perform above tasks.
- Excellent interpersonal skills with ability to interact effectively in a multicultural environment.
- Bilingual English/Spanish preferred.

To apply please submit a resume and salary requirements to:

HFDhiring-049@foodshare.org

Foodshare is an Equal Employment Opportunity and Affirmative Action Employer.

Foodshare maintains a drug-free workplace.