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Position Title	Warehouse Associate
Position Type	Hourly/ Non-Exempt (Part-time and Full-time Opportunities)
Supervisor's Title	Warehouse Supervisor
Date of Last Revision	July 2018

Position Purpose: The Warehouse Associate will predominantly work wherever needed throughout the Distribution Center. Including tasks such as: load and unload shipments, put away finished Production inventory, fulfill orders from dry warehouse area, execute smooth receipt when receiving product, inventory, replenish product in pick bins, and order fulfillment with accuracy in all activity. The Warehouse Associate will work with other staff, volunteers, and our customers on a daily basis to include, Backsacks, CSFP, Special Boxes, Freezer needs, Cooler needs and Janitorial needs daily.

Position Essential Functions and Responsibilities:

To be successful in this role, an individual must be able to perform in a satisfactory manner the functions/responsibilities listed below. Nothing in this description restricts the right of management to assign or reassign duties and responsibilities to this job at any time, without notice; however, Gleaners will make reasonable accommodations to enable individuals with disabilities to perform these functions. This job description is not an employment agreement or contract.

Essential Functions:

- Perform various warehouse functions including product receipt, loading and unloading of semis and box trucks, put-away, replenishment, order-fulfillment (by both case and pallet quantities), prepare product for distribution (including wrapping pallets and labeling orders), and ship product to final customer.
 - Ensure the smooth, efficient, and sanitary operation of our freezer, reclamation program, including receiving product, inventory control, training and supervision of volunteers and quality control.
 - Take direction as indicated by multiple sources: document, scanner or other instruction.
 - Keep your work station clean and log all cleaning performed in the AIB binders.
 - Change tasks and assignments as the needs of our Distribution Center require.
- May be responsible for assisting and/or leading groups of volunteers.
- Work safely and accurately with minimal supervision.
- Ensure all food safety policies and procedures are followed in daily duties.
- Complete all other duties as assigned.

Skills/Qualifications:

The requirements listed below are representative of the education, experience, knowledge, skills, and/or abilities an individual needs in order to perform this job successfully.

Education and/or Experience:

- High school diploma or equivalent experience
- Prior experience performing warehouse functions desired
 - Experience with manual and electronic warehouse documentation tools including barcode hardware
 - Forklift and pallet jack experience and certification (or ability to be certified)
 - Prior experience in customer service is desired

Language Skills:

- Excellent interpersonal, oral, written communication skills
- Ability to read, write and understand instructions
- Ability to communicate professionally and respectfully with all staff members, agencies, volunteers, and donors

Mathematical/Reasoning Skills:

- Ability to perform basic math functions, to count accurately and maintain accurate records.
- Distinguish between case and pallet counts versus pallet weights as required, understand pallet numbers, inventory lots, and warehouse locations.



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Other Skills and Abilities:

- Understands warehouse inventory
- Commitment to a service-oriented organization where team building and collaboration are paramount
- Be accountable and meet deadlines on a consistent basis
- Maintain a positive attitude
- Ability to execute instructions with exacting (100% compliance) attention to detail
- Reliability & Dependability is especially important for this position
- Ability to work in an extremely fast-paced, deadline-oriented and multi-tasking environment.
- Ability to operate a forklift and pallet jack.

Core Competencies:

- **Communication:** Communicates verbal and written ideas and thoughts clearly, accurately, and respectfully; listens to others and seeks to understand others' perspectives.
- **Customer Service:** Responds to internal and external customer needs in a timely and professional manner; maintains personal accountability and ownership for providing a high level of customer service.
- **Reliability/Dependability:** Completes tasks accurately, thoroughly, and on time; arrives on-time to work and meeting; accepts assignments and follows through on promises and all aspects of assigned work.
- **Respect and Integrity:** Delivers honest feedback in a supportive manner; demonstrates fair treatment of others and supports a positive environment.
- **Teamwork:** Collaborates with and supports coworkers on projects/tasks by helping out where needed; provides adequate lead time for others to meet deadlines; is willing to help out, no matter how big or small the task.
- **Work Habits/Planning:** Effectively plans, organizes, and prioritizes work; displays a positive attitude and remains consistent in work actions and the ability to support the team/organization.
- **Leadership:** Leads with a clear sense of vision and strategic direction; inspires people to follow and builds confidence in others.
- **Operational Management:** Communicates the goals for the department or team in ways that are meaningful and clearly understood; evaluates and assesses department or program effectiveness.
- **People Management:** Ensures that employees know what is expected of them and how they are performing; helps employees prioritize and balance workloads.
- **Strategic Thinking:** Translates the organization's strategy and goals in ways that are meaningful and clearly understood; fosters a strategic decision-making process.

Physical Demands:

The physical demands described here are representative of those that an individual must meet in order to successfully perform the essential functions of this job. Gleaners will make reasonable accommodations to enable individuals with disabilities to perform these functions.

- Ability to stand for long periods of time; walk; use hands to finger, handle, or feel; reach with hands and arms.
- Ability to lift and/or and move 50 lbs. regularly and to push/pull 2,000lbs. of product using manual pallet jack.
- Ability to speak clearly.
- Ability to operate machine, mechanical, and electrical equipment.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Gleaners will make reasonable accommodations to enable individuals with disabilities to perform these functions.

- Warehouse/Distribution Environment (some activity in refrigerated or freezer environments).



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- The noise level in the work environment is usually moderate.
- Abnormally Hot/Cold Environment and exposure to fumes/odors and dirt/dust
- Moving vehicles and equipment; Machinery/equipment in use
- Works independently and face-to-face/verbal contact with others
- Frequent use of a computer
- Requires movement of product in-and-out of trailers and straight trucks.
- Flexible work schedule, including ability to work Saturday and evening hours as needed.

Interested Candidates should submit a completed resume and cover letter to:

jobs@gleaners.org / 3737 Waldemere Ave. Indianapolis, IN 46241

Gleaners Food Bank is an Equal Employment Opportunity Employer and provides equal opportunities for employment and advancement for all individuals, regardless of age, gender, race, religion, color, disability, veteran status, sexual orientation, national origin, or any other legally protected category.