

# JOB DESCRIPTION

## Warehouse Associate



Job Title: Warehouse Associate  
Reports to: Operations Manager

Department: Operations  
Classification: Full Time

### DESCRIPTION

The Kansas Food Bank provides nutritious food to neighbors experiencing food insecurity in 85 counties in Kansas. Operations team members play a vital role in fulfilling the organization's goals on a daily basis. The Duties of the Warehouse Associate position are as follows:

- Safe handling of all warehouse equipment including but not limited to pallet jacks, and hand dollies, and to avoid personal injury to self, others and damage to product, equipment, or facility.
- Maintain a clean, orderly and safe work area at all times including warehouse grounds, equipment, trucks, vans and facility.
- Fulfillment of orders by pulling orders in a timely and accurate manner.
- Load and unload all types of transportation equipment (trucks vans cars etc.).
- Demonstrate professionalism and speak respectfully when interacting with staff, volunteers, donors, and the general public.
- Other duties as assigned.

### APPLICATION QUALIFICATIONS

- High school diploma or equivalent
- Sound physical health
- Ability to lift 80 pounds repetitively
- Good math and counting skills
- Ability to read and understand pick sheets & invoices
- Ability to work under stress
- Ability to stand, sit or walk for long periods of time
- Ability to operate warehouse equipment safely
- Clean and neat appearance
- Team attitude
- Ability to pass drug test if needed
- Ability to follow all food safety policies required by KFB
- Forklift experience a plus, not required

### WORK ENVIRONMENT

- Warehouse environment with extensive walking, standing, bending, stooping, kneeling, pushing, pulling, lifting and carrying weight in excess of 80 pounds.
- Operating material handling equipment, including but not limited to pallet jacks, hand dollies, and forklifts.
- Periodically work extended work hours.
- Occasionally exposed to cold temperatures of 32 to -15 degrees when moving product in and out of storage

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

### HOW TO APPLY

Complete the online application form located on the Careers / Jobs page of our website: [www.kansasfoodbank.org/jobs](http://www.kansasfoodbank.org/jobs)

*Kansas Food Bank is an Equal Opportunity Employer*