Job Title: Warehouse Assistant
Status: Full Time, Non-Exempt; Benefits Eligible
Reports to: Director, Produce Operations

Position Description
The Arizona Food Bank Network (AzFBN) Warehouse Assistant supports our produce rescue operations located in Nogales/Rio Rico, AZ. This position provides general warehouse support, implementing and maintaining various records and logs related to food and warehouse safety, cleanliness, and pest control. Successful candidates value the AzFBN vision of a hunger-free Arizona, joining a small but mighty team.

Key Skills, Knowledge and Abilities:
• A strong commitment to the AzFBN vision and mission.
• Demonstrated ability to work with a diverse group of people in a team to achieve successful results.
• Desire to work in a changing environment, and support program growth.
• Strong initiative and problem-solving ability.
• Ability to work with a customer/donor focus.
• Proficient with Microsoft Excel, Outlook, Word, and internet based communications.
• Excellent customer service, communication, listening skills, and the ability to interact professionally.
• Current certification or ability to become certified (within 30 days of hire) on all necessary warehouse power equipment, including but not limited to forklifts, pallet riders, and cardboard baler.

Primary Responsibilities:
• Receives food, unloads vehicles and stocks the warehouse.
• Assists with shipping and receiving loads, BOLs, temp recorders, receipt, receiving paperwork, and entering produce loads into the inventory system.
• Monitors the condition and status of warehouse equipment including freezers, refrigerators, pallet jacks, daily fuel logs, etc.
• Assists with all food programs to maintain adequate stock of products and supplies.
• Assists with inventory control, reconciliation of inventory, and helps conduct monthly (or other cyclical) inventory of AzFBN produce holdings, per AzFBN policy.
• Record keeping and daily distribution logs.
• Performs janitorial and custodial duties as necessary to ensure compliance with everything from warehouse standards, local health department codes, and AzFBN
standards of cleanliness and safety. This includes the warehouse, and offices, both interior and exterior.

- Establishes and adheres to a cleaning schedule to maintain compliance. Maintains cleaning logs.
- Maintains daily cooler temperature log and ambient temperature log.

Minimum Qualifications for Education, Training and Experience:

- High school education or equivalent experience.
- Current Food Handling Certification or ability to obtain within 90 days of employment.
- Ability to exert up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- Ability to work occasionally outside of regular office hours and on weekends during peak produce season.

Additional Preferred Qualifications:

- Experience in general warehouse duties including pallet jack, pallet rider, and forklift operations.
- Experience in custodial and janitorial duties.
- Bilingual (English/Spanish) preferred. Basic English skills required.

Salary Range: $32,250-$37,250, depending upon experience and qualifications.

To Apply: Please send interest and details of prior experience to Dana Yost at dana@azfoodbanks.org.