

Second Harvest Foodbank of Southern Wisconsin

JOB DESCRIPTION

Job Title: Material Handler II
Reports To: Warehouse Manager
FLSA Status: Non-Exempt

Date Updated: September 2016
Supervises: Volunteers as Required

Summary: The Material Handler II supports warehouse operations by picking and pulling orders for pickup and delivery, place product in proper storage locations and utilize inventory control programs as specified. Ensure all orders are picked in a timely manner with great accuracy while maintaining a clean and orderly warehouse. Assist when necessary to load and unload trucks. Follow all safety procedures.

Expectations of the Employee

- Adheres to Second Harvest Foodbank Policy and Procedures.
- Acts as a role model within and outside the Foodbank.
- Performs duties as workload necessitates.
- Timely and appropriate execution and implementation of plans and ideas.
- Maintains a positive and respectful attitude.
- Communicates regularly with supervisor about department issues.
- Demonstrates flexible and efficient time management and ability to prioritize work load.
- Consistently reports to work on time prepared to perform duties of position.
- Meets department productivity standards.
- Must be able to work in cold environments, including coolers and freezers.
- All warehouse employees are required to carry a radio while at work.

Position Responsibilities & Essential Functions

- Responsible for having the warehouse neat, orderly and tour ready at all times.
- Maintain safe floor conditions in all areas of the distribution center area at all times.
- Perform warehouse duties to include: pull, fill and load/unload orders from trucks as needed to accomplish daily warehouse goals.
- Restock/replenish products in pick slots from the Drop Report daily and as needed.
- Assist in cycle counts on bin daily and as needed.
- Work with Warehouse Manager and Material Handler III to assist in timely completion of Master Cleaning Schedule.
- Provide outstanding customer service to any guests in the warehouse.
- Handle food safely and complete food safety training within the first six months of employment.
- Inspect product to be donated following food safety guidelines and refuse donations if quality is poor.
- Work collaboratively with volunteers and other employees.
- Safely operate electric pallet jacks and fork lifts.
- Work with the Food Distribution Manager to ensure inventory accuracy and proper rotation utilizing FEFO/FIFO inventory control methods.
- Maintain accurate distribution sheets and pick orders.
- Fill out daily forklift inspection sheets and report equipment needing repairs to the Warehouse Manager. Train volunteers on proper use of non-powered equipment.
- Attend staff meetings.
- Perform any other duties assigned to ensure smooth operation of the food bank warehouse.

Competencies

Language Ability

- Ability to read, analyze, and interpret general business written communications.
- Ability to effectively present information and respond to questions from groups, managers, agencies, customers and the general public.

Math Ability

- Ability to calculate figures and amounts such as discounts, interest and percentages.
- Ability to count cases and inventory by TI X HI.

Reasoning Ability

- Ability to define problems, collect data, establish facts, and draw valid conclusions.

Computer Skills

- To perform this job successfully, the individual should have a working knowledge and proficiency of Navision.
- Employee must have the ability to utilize email.
- Employee will be expected to learn and effectively use internal software programs.

Equipment

- Ability to operate forklift.
- Ability to operate pallet jack.
- Ability to operate other warehouse equipment as necessary.

Supervisory Responsibility

- Volunteers as required.

Qualifications

Required Education/Experience

- High School Diploma and 1-2 years of related experience and/or training; or equivalent combination of education and experience.
- Must have the ability to complete food safety certification within six months of hire.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job operates in a warehouse environment. This role routinely uses standard warehouse equipment such pallet jacks, hand trucks and forklift. The noise level in the work environment is usually moderate. Employee must be to work in cold environments, including cooler and freezer. While performing the duties of this job, the employee is regularly exposed to working near moving mechanical parts.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; stand; walk; crouch; crawl; use hands to finger, handle or feel; reach with hands and arms; talk; and hear. The employee is frequently required to lift and/or move up to 50 lbs.

Employee Signature*

Date

**Employee signature constitutes employee's understanding of the requirements, essential functions and duties of the position. This job description does not alter the employee's employment-at-will status with Second Harvest Foodbank of Southern Wisconsin. This job description is an outline of the position's current duties, and responsibilities, it is not designed to cover an exhaustive listing of activities that are required to complete the job responsibilities. Second Harvest Foodbank of Southern Wisconsin reserves the right to make appropriate changes in this job description at the sole discretion of the management.*