



FOOD BANK
OF IOWA

Job title:	Distribution Center Worker - Non-Exempt/Hourly
Reports to:	Distribution Center Manager
Date:	8/19/2021

Mission: We provide food for Iowa children, families, and seniors to lead full and active lives, strengthening the communities where they live.

Vision: A hunger-free Iowa.

Core Values: Collaboration; commitment; compassion; courage; creativity.

Job Purpose

This position is responsible for pulling orders and completing distribution center duties as assigned as well as the timely and professional execution of agency order pick-ups.

Primary Duties and Responsibilities

Be accountable, yet foster **collaboration**. Provide feedback with **compassion** and accept feedback with **courage**. **Creatively** problem-solve and innovate. **Commit** to the success of all team members.

- Accurately and efficiently pull agency orders (dry, cooler and frozen product).
- Operate all distribution center equipment in a safe and efficient manner.
- Assist in maintaining a clean, safe and orderly warehouse.
- Complete and perform accurate documentation for shipping, receiving, unloading and warehousing of product.
- Maintain accurate records of equipment, complete proper tracking logs and report non-compliant findings to Distribution Center Manager.
- Participate in third party Random Drug Testing program.
- Establish and maintain standard operating procedures and appropriate internal control safeguards which are relevant to your work responsibilities.
- Incorporate trained volunteers where applicable and beneficial.
- Other duties as assigned.

Critical Working Relationships

The Distribution Center Worker will work in a collaborative manner to drive toward meeting FBOI strategic objectives, completion of important projects, and fulfillment of the organization's mission.

Decision Making Examples

SITUATION: The order that the distribution center worker is pulling has a weight of 2,500 pounds. The worker has to decide if he should leave the order on 1 pallet or split the heavy order onto 2 pallets.

DECISION: The distribution center worker first identifies if the order is a pick up or delivery. If it is a pick up then they ask the team member working at the agency door if they know the vehicle of the agency that placed the order and if it can handle a heavy pallet or if it needs to be placed on 2 pallets or possibly hand loaded. If it is a delivery order, they ask either the Distribution Center Manager or a truck driver if available if a 2,500 pound pallet is acceptable on 1 pallet for delivery.

Qualifications

- Knowledge of distribution center operations, practices, procedures and standards.
- Proven ability to work steadily and independently with minimum supervision and to follow standardized procedures.
- Ability to lift and/or move items weighing up to 60 pounds consistently, up to 80 – 100 pounds occasionally.
- Certification to operate motorized forklift
- Ability to work inside freezers and coolers with temperatures of -10 to 38 degrees.
- Commitment to Food Bank of Iowa's vision, mission and values
- Professional maturity, good judgment, integrity and honesty
- Ability to manage multiple projects with attention to detail
- Excellent interpersonal and communication skills

Working Conditions and Physical Requirements

Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize and perceive depth. Conditions may include working inside, working with computers, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van and bus. Equipment used in performing the essential functions include computer and related equipment, calculator, copier, fax machine, telephone, automobile and fork lift. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The skills & duties listed are representative of the knowledge, skill, and/or ability required. 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.

ACKNOWLEDGEMENT

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, Food Bank of Iowa reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by Food Bank of Iowa I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and Food Bank of Iowa has a similar right.

Employee's Signature

Date

Supervisor

Date

Food Bank of Iowa is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act and/or applicable state regulations, Food Bank of Iowa will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with Food Bank of Iowa.