



POSITION: Food Distribution Center Associate
REPORTS TO: Food Distribution Center Manager
STATUS: Non-Exempt

All Faiths Food Bank (AFFB), the only Food Bank in Sarasota and DeSoto Counties, is a dynamic group of professionals who find innovative ways to end hunger in our community. With progressive growth over the last 5 years we have grown to be a convener for health care, human services and social service organizations to help build a healthy future for our next-door neighbors, who, sadly, experience hunger.

GENERAL FUNCTION

The **Food Distribution Center Associate** carries out all aspects of order fulfillment, warehouse safety and product care from receiving, storage, and distribution. He/she assumes direct responsibility for maintaining a clean, safe, and orderly facility for the smooth operation of the Food Bank.

MAJOR RESPONSIBILITIES:

- Process both general warehouse and freezer order fulfillment by reading invoices and filling orders.
- Facilitate food safety operations by ensuring the rule of “First In, First Out” is strictly followed, by discarding spoiled product in a timely manner, and by working with the FDC Manager in ensuring accurate record of changes to the inventory are kept.
- Maintain accurate records by completing all required procedures and forms to ensure the smooth operation of the Food Bank.
- Maintain a professional appearance and demeanor, at all times.
- Maintain cleanliness of warehouse and equipment.
- Receive ServSafe training and certification and stay updated on Feeding America food safety guidelines.
- Be consistently aware of and accountable for safety in the warehouse and communicate ideas to improve warehouse safety to leadership.
- Drive Food Bank vehicles to make product pickups and deliveries to agencies, donor organizations, and affiliate food banks (When required, and only with appropriate licensure.)
- Must be able to lift 25-50 lbs. on a consistent basis.

ADDITIONAL RESPONSIBILITIES:

- Obtain license / certifications and safely operate all warehouse equipment.
- Perform other duties as assigned.

USE OF EQUIPMENT:

- Trained and capable in using warehouse equipment that includes dolly, pump jack, power jack, forklift, and other material handling equipment, to name a few.
- Trained and capable in driving both automatic and standard transmission vehicles.

All Faiths Food Bank is an Equal Opportunity Employer and fully committed to attracting and retaining diverse talent in order to better reflect the wide variety of experiences and views of the many different stakeholders with whom we are connected. We will invest in actively recruiting, engaging and fostering a diverse workforce and providing a work environment that promotes equity and inclusion.

We commit to providing policies, systems and a culture where our staff and those we serve will be afforded equitable access and opportunities to reach their full potential and feel valued, respected and supported.