



MONTANA FOOD BANK NETWORK
Position Description
Warehouse Worker/Local Non CDL Driver

Position Reports To: Operations Manager

Position Status: Full Time, Hourly (Non-exempt)

General Description: This position will work directly with the Operations Manager to handle the workload associated with warehouse and transportation services required by the Montana Food Bank Network.

Job Specifications:

- Have valid driver license, reliable transportation and be insurable
- Have previous warehouse experience
- Be able to lift 75 lbs.
- Be able to produce or obtain ServSafe food safety certification
- Be willing to work a flexible schedule including occasional overnights and weekends
- Prior forklift and pallet jack experience preferred
- Have good interpersonal skills
- Have ability to handle multiple tasks concurrently, timely, and accurately

Job Responsibilities:

- Work in conjunction with and under the direct supervision of the Operations Manager, following both specific and general directives
- Assist in the retrieval, receiving, and distribution of food to local agencies supported by the Montana Food Bank Network within AIB policies and procedures
- Re-palletize product for re-distribution to agencies
- Use first-in, first-out system of distribution
- Pick and prepare agency orders for shipping per MFBN policies
- Perform receiving and shipping duties of freight per MFBN policies
- Schedule pick-up dates and assist agencies picking-up at warehouse
- Assist in completing daily equipment inspections and housekeeping tasks and logs
- Maintain the cleanliness of the warehouse, freezer and cooler at all times
- Successfully complete pre-trip and post-trip inspections of vehicles, complete inspection checklists, logs and maintain vehicle cleanliness
- Perform minor maintenance and repairs to facilities and grounds
- Perform in house pest control inspections
- Assist volunteers with activities performed in warehouse and food repack room

- Assist in the pickup and/or delivery of food to/from the warehouse
- Maintain valid driver license and successfully pass drug and alcohol testing requirements

General Specifications:

- Have a neat, clean appearance
- Comply with MFBN policies and procedures
- Be sensitive to the needs of low-income people and to the diverse populations served by the MFBN
- Have ability to work as a member of a team
- Have ability to take initiative
- Be willing to perform other duties as assigned and necessary.