



MONTANA FOOD BANK NETWORK
Position Description
Warehouse Worker/Non CDL Local 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 50 lbs.
- Be able to produce or obtain Serv Safe food safety certification
- 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
- 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 for agencies picking-up at warehouse
- Provide day to day assistance to warehouse volunteers
- Assist in completing daily equipment inspections and housekeeping tasks and logs
- Maintain the cleanliness of the warehouse, freezer and cooler at all times per AIB Standards
- Successfully complete pre-trip and post-trip inspections of vehicles, complete inspection checklists, logs and maintain vehicle cleanliness per AIB Standards
- Perform minor maintenance and repairs to facilities and grounds
- 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
- Demonstrate respect and empathy towards individuals at risk of or experiencing food insecurity
- Have ability to work as a member of a team as well as individually without immediate supervision
- Have ability to take initiative
- Be willing to perform other duties as assigned and necessary.

Compensation:

The salary range for this position classification is \$14 - \$15 per hour DOE. Final offer will be based on the candidate's ability to immediately contribute to organizational goals and apply relevant skills, while maintaining organizational pay equity.

Montana Food Bank Network offers a competitive benefits package including 100% employer paid medical for employee, \$175 monthly HSA contribution, Retirement plan, 11 Paid Holidays, 4 Weeks Paid Vacation first year. We strive to provide non-cash benefits that encourage a work-life balance and promote the physical, mental, and financial health of our employees and their families.

To Apply:

Please submit your resume and cover letter to Brent Weisgram, Vice President/COO, Bweisgram@mfbn.org. Position will be open until filled.

*The Montana Food Bank Network is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.
Offer of employment is contingent on successful completion of a background check and drug test.*