



MONTANA FOOD BANK NETWORK
Position Description
Volunteer Warehouse Worker / Order Fulfillment

Position Reports To: Operations Manager / Warehouse Distribution Supervisor

General Description: The proposed activity includes working in the warehouse to assist with order fulfillment by picking and processing food orders for delivery to network members and program sites for delivery by our MFBN drivers statewide.

Job Specifications:

- preferably have previous warehouse experience & be able to lift up to 50 lbs occasionally
- preferably have prior pallet jack experience / will train if needed

Work Environment Will Include and Require

- Work will be completed in temperature controlled warehouse (55-75 degrees F)
- Working in warehouse will include activity in proximity of forklift and pallet jacks
- Will provide and require OSHA Warehouse safety training (Provided by MFBN)
- Will require Pallet Jack & Safe Lifting training (Provided by MFBN)

Job Responsibilities:

- Work in conjunction with and under the direct supervision of the Operations Manager or Warehouse Distribution Supervisor, following both specific and general directives
- Re-palletize product for re-distribution to our network partners and program sites
- Will identify items from agency order pick list stacking items on pallet to insure product is stacked within footprint of pallet insuring heavy item on bottom and lighter items on top to prevent damage.
- Will be responsible for recording inventory items picked are accurately documented on agency order pick tickets and turned into supervisor upon completion.
- Completed orders are shrink wrapped and pallet agency/delivery route identification tags are applied.
- Pallets are moved to assigned staging area for delivery to our amazing network partners and program sites

Available Work Shifts: MFBN is closed on weekends and Federal Holidays
Monday – Friday (9 am to 3 PM)

Minimally 3 hour shifts preferred but we are willing to work with each individual's schedules based on availability and desire