



Hawaii Food Bank Job Description

Job Title:	Warehouse Support
Department:	Operations
Reports to:	Warehouse Supervisor
FLSA Status:	Non-Exempt
Last Review Date:	June 2022
Approved By:	VP of Operations
Approved Date:	June 2023

POSITION SUMMARY

The Warehouse Support position performs an array of warehouse operational functions that may include receiving and processing incoming stock and materials, picking and filling orders from stock, packing and shipping orders, and managing, organizing and retrieving stock in the warehouse.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Assist shipping and receiving unloading trucks and checking in merchandise
- Prepares orders by processing requests and supply orders; pulling materials; packing boxes; placing orders in delivery area
- Sort and place materials or items on racks, shelves or in bins according to organizational standards
- Open bales, crates and other containers
- Maintains inventory controls by collecting stock location orders, printing request, recording amounts of materials or items received or distributed through a computer.
- Assist in cycle counts and physical inventory tasks, including inventory record maintenance
- Prepare parcels for mailing
- Organize warehouse and work area for orderliness at all times
- Wear the proper safety equipment
- Assists in receiving stock and nonstock items for the purpose of ensuring specifications, quantity and quality of orders are correct.
- Reads Agency orders, shopping lists to determine items to be moved, gathered or distributed.
- Moves items from receiving to salvage areas to other designated areas.
- Sorts and restocks items on racks, shelves, or pallets according to predetermined specifications.
- Sorts and stores perishable goods in refrigerated rooms.
- Weighs and/or counts items for distribution to ensure conformance to company standards.
- Records amount of items received and distributed.
- Cleans warehouse for the purpose of maintaining a safe and sanitary work area.
- Participates in physical inventories for the purpose of verifying stock and identifying losses.
- Performs all functions within the scope of the warehouse operations
- Run errands, minor pickups and deliveries.
- Comply with food safety standards and procedures, including but not limited to AIB and regulatory agencies.
- Conduct self in a professional and ethical manner at all times. Treat external and internal customers and associates with courtesy and respect.



- Perform all duties in a safe and responsible manner, following all safety rules. Inform manager of any potentially hazardous conditions.
- Live and uphold company mission and values.

OTHER FUNCTIONS

- Comply with all federal, state, and company policies, procedures, and regulations.
- With team, present recommendations and assist in implementing quality initiatives.
- Provide support on any other duties as assigned.

QUALIFICATIONS

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Working evenings, holidays, special events and project work and weekend hours as needed.

PHYSICAL DEMANDS:

Physical Demands	Not Applicable	Occasional 1-33%	Frequent 34-66%	Constant 67-100%
Pushing:				X
Pulling:				X
Lifting:				X
Ground to waist Height				X
Waist to Chest Height				X
Overhead Height		X		
Carrying				X
Sitting:				X
Standing:				X
Walking:				X
Running:	X			
Stair Climbing:		X		
Bending:				X
Crawling:	X			
Squatting:		X		
Kneeling		X		
Stooping:		X		
Crouching:	X			
Climbing:	X			
Forward Reaching:			X	
Twisting:	X			
Side Bending:	X			
Overhead Reach:	X			
Grasping:				X
Handling:				X
Finger Dexterity:	X			



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Pushing:				X
Pulling:				X
Lifting:				X
Ground to waist Height				X
Waist to Chest Height				X
Overhead Height		X		
Carrying				X
Sitting:				X
Standing:				X
Walking:				X
Running:	X			
Stair Climbing:		X		
Bending:				X
Vision:				X
Hearing:				X
Eye-Hand-Foot Coordination:				X

COMMUNICATION DEMANDS:

Communication Demands:	Not Applicable	Occasional 1-33%	Frequent 34-66%	Constant 67-100%
The position requires talking to co-workers:				X
The position requires talking to customers:				X
The position requires written communication to co-workers:				X
The position requires written communication to customers:			X	
The position requires talking to outside trade persons/vendors:		X		
The position requires written communication to outside trade persons/vendors:	X			
The position requires talking on the telephone:		X		
The position requires supervising others:		X		
The position requires responding to written or verbal requests of co-workers:	X			
The position requires responding to written or verbal requests of vendors:	X			



Communication Demands:	Not Applicable	Occasional 1-33%	Frequent 34-66%	Constant 67-100%
The position requires training/ giving verbal instructions:		X		
The positions requires receiving verbal instructions:				X
The position requires receiving written instructions:		X		
The position requires writing/ composing written language:		X		
The position requires reading:				X
The position requires visiting/ working at different worksites:	X			

DESCRIPTION OF TASKS

- Most tasks covered in essential duties and responsibilities.

EDUCATION and/or EXPERIENCE:

- High School Degree and/or some college; or 3+ years related experience and/or training; or equivalent combination of education and experience.
- Forklift experience is preferable

LANGUAGE SKILLS:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on one and small group situations to customers, clients and other employees of the organization.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to calculate figures and amounts such as discounts, interest, commissions, percentages. Ability to apply all concepts of bookkeeping and all generally accepted accounting procedures.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

EQUIPMENT, MACHINES, TOOL, VEHICLES USED:

- Ability to use a computer workstation including keyboard, mouse, printer, fax, and multi-line phone systems to execute tasks.
- Be able to use Microsoft Office Outlook
- Maintain a valid driver's license (Type 3) to operate a vehicle to run errands, donation pickups, etc.
- RF Scanner Gun / AGI – WMS
- Forklifts / Manual Jack / E-Jack / Scissor lift

PHYSICAL DEMANDS:



- 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.
- While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to walk. The employee is occasionally required to stand. The employee must be frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include distance vision and the ability to adjust focus.

WORK ENVIRONMENT:

- Field work requiring driving for off-site vendors and programs
- Require the use of computer equipment, calculator, fax, copier, and telephone.
- The noise level is moderate to loud at times.
- Possibility of working in Cooler (30-40) or Freezer (-5 to 0)

ADDITIONAL INFORMATION

This job description in no way states or implies that these are the only duties to be performed by the employee filling this position. Employee will be required to follow any other job-related instructions and to perform any other job-related duties requested by management. Management has the right to add to, revise, or delete information in this job description.

This document does not create an employment contract, implied or otherwise, other than an “at will” employment relationship.

I have read and understand the essential duties, responsibilities and qualifications for this job and am able and willing to perform them accordingly.

Signature

Date

Print Name