



## Job Description

<b>Position Title:</b>	<b>CSFP Warehouse and Inventory Assistant</b>
<b>FLSA Status:</b>	<b>Non-Exempt</b>
<b>Department:</b>	<b>Warehouse</b>
<b>Location:</b>	<b>Montgomery, AL</b>
<b>Supervisor:</b>	<b>Director of Partner Services</b>

**Position Purpose:**

The primary area of responsibility for this position includes assisting with the management of the inventory and distribution of CSFP food product.

**Position Essential Functions and Responsibilities:**

*To be successful in this role, an individual must be able to perform in a satisfactory manner the functions or responsibilities listed below.*

**Position Responsibilities (Expected Work):**

**INVENTORY**

- Receive and process inventory orders.
- Organize, maintain, and update records and keep up to date.
- Log items that have been received and items that have been taken from inventory.
- Perform warehouse inventory controls and keep quality standards high in readiness for audits.
- Perform physical count of inventory and reconcile actual stock count to computer-generated reports (Gilstar).
- Report discrepancies between physical counts and computer records.
- Assist with the improvement of inventory management procedures.
- Prepare a list of depleted products and a survey of unusable products.
- Assist with implement of a loss prevention program.

**PACKING BOXES**

- Physically move product to the conveyor table system, and vice versa.
- Assist the preparation and completion of CSFP box orders for delivery or pickup according to schedule.
- Tag pallets according to Partner Agency orders
- Wrap pallets.

**PULL ORDERS**

- Pull orders for PDOs.
- Tag and stage pallets, load trucks when they pick up orders.

**MAINTENANCE**

- Log temperatures
- Sweeping
- Mopping
- Remove trash and cardboard waste for recycling
- Sanitize warehouse floors by hand or machine
- Minor maintenance functions such as painting, repairing walls and other non-technical building maintenance.
- Setting up and taking down tables and chairs for meetings or functions.

\*\* Other duties as assigned by the Executive Administrative Assistant to the CEO

**Diversity:**

Demonstrate a core value of diversity by modeling and ensuring diversity and cultural competency (respect, inclusiveness, and reflecting, valuing and welcoming cultural differences) in all position responsibilities regardless of age, color, disability, gender, gender identity or expression, social class, marital status, national origin, race, ethnicity, religion, sexual orientation, veteran's status, nationality, age, language, origin or employment status.

**Other Functions:**

Promote a cooperative spirit within the organization and among internal and external participants. Perform other duties as assigned by the CEO.

**Interface: Responsibilities in maintaining positive relationships.**

- Interface with Partner Distribution Organizations, MAFB staff, partner agencies, the general public, vendors, donors and key contacts.
- Interact with the MAFB Board of Directors

**Minimum Skills and Qualifications required to capably perform in the position.**

**Training, Education and Experience**

**Education:**

- High School graduate or GED equivalent. Two years of college preferred.

**Experience:**

**Knowledge, Skills and Abilities:**

- Must be interested in the non-profit, human services field, willing to dedicate their talents and skills toward successfully serving the less fortunate.
- Must be creative, enthusiastic, flexible, and mature.
- Ability to deal with the public in a professional, timely, fair, and confidential manner.
- Exceptional organization and time management skills.
- Able to work independently and to handle multiple priorities under minimal supervision.
- Must be able to understand instructions and effectively demonstrate quality results.
- Ability to work with others.
- Must be self-motivated, detail-oriented, and able to meet deadlines.
- Ability to set own schedule.
- Must be able to understand instructions and effectively demonstrate quality results.
- Possess a willingness to learn.
- Willingness to accept additional duties as they may develop.

**Allowable Substitutions:** Combination of education, experience, and/or training that provides the required knowledge and skills for the position may be considered in lieu of education and/or experience at the organization's discretion.

**Language Skills:**

- Must have excellent written and oral communication skills with demonstrated ability to communicate effectively and convey concepts in a concise, articulate, and persuasive way.
- Ability to communicate effectively with all staff members.

**Mathematical Skills:**

- Ability to perform basic math functions.

**Technical/Computer Skills:**

- Intermediate proficiency required in the use of Microsoft Office Word, Excel, and Outlook Software.
- Capable of learning and independently operating equipment required for the position including but not limited to data processing software, printer, multi-use copier, fax, and phone system.

**Other Skills and Abilities:**

- Ability to maintain confidentiality of donor information at all times.
- Ability to work with people of diverse backgrounds.
- Must be reliable and dependable.
- Maintain compliance with established Food Bank directives, policies and external regulations.

**Licenses and Certificates:**

Valid driver's license and own transportation to work required. Maintain safe driving record in driving company vehicles.

Forklift certification preferred or ability to train and receive the certification.

**Team Commitment:**

Considers the benefits and consequences to the team when taking action; openly shares ideas and information with others; effectively completes work activities with and through others; and helps others achieve goals and complete work to meet the needs of the team and the organization. Criticizes actions, when necessary, not people, and effectively negotiates win-win outcomes.

**Flexibility:**

Willing to work overtime and mandatory days set forth by the organization on short notice. Willing to work flexible coverage as needed.

**Physical Demands:**

The demands described here are representative of those that must be met by an employee to successfully perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the tasks outlined in this job description.

The position operates both within a warehouse and an office setting within the Food Bank.

This position may require sitting at a desk for long periods of time involving extensive computer work with frequent interruptions. Vision abilities required include close vision and the ability to adjust focus. Occasionally, may be required to respond to organizational needs outside of normal working hours.

The employee will also be required to walk, stand, push, pull, lift, bend, and carry objects up to 50 pounds. With forklift traffic in the facility and product stacked and stored throughout, this position requires someone who is mobile and who can hear and watch for traffic and normal hazards of a warehouse environment. Occasionally, conducts work in an external environment that requires driving. Conducts work in a fast-paced and deadline-driven environment.

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**Work Environment:**

*Montgomery Area Food Bank is an equal opportunity employer and embraces a philosophy that recognizes and values diversity. Our goal is to attract, develop, retain and promote a talented, diverse workforce in a culture where all employees will contribute to their fullest potential. This description provides information regarding the essential function of the designated job and the general nature and level of work associated with the job. It should not be interpreted to describe all the duties whose performance may be required of such employees or be used to limit the nature and extent of assignments the individual may be given. This job description is not an employment agreement or contract.*

I understand the requirements of the job.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_  
(Please print name) (Employee Signature)

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_  
(Please print name) (Supervisor Signature)

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