



JOB POSTING

Assistant Warehouse Manager/Driver & Safety Officer

ABOUT US

Inter-Faith Food Shuttle envisions a hunger free community. We feed our neighbors, teach self-sufficiency, grow healthy food, and cultivate innovative approaches to end hunger. As a member of Feeding America, the Food Shuttle distributes over 9 million pounds of food per year, 37% of which is fresh produce. From Grocery Bags for Seniors, Backpack Buddies, and School Pantries; to Community Health Education and Mobile Markets; Catering and Culinary Job Training; and Community Gardening and a 14-Acre Farm; we go directly to the point of need to empower people and overcome the burden of hunger.

The Assistant Warehouse Manager/Driver & Safety Officer is responsible for a key role in the performance of a variety of manual tasks associated with the Food Shuttle's Food Recovery & Distribution and in the acquisition and storage of food. Each day, nearly 23,000 pounds of food is recovered from manufacturers, wholesalers, grocery stores, local farmers, restaurants, and other locations. That same day, the food is redistributed to partner agencies and people in need in our community. Assistant Warehouse Manager/Driver & Safety Officer is responsible for organizational safety, pulling orders, unloading deliveries, pickup and delivery of food and goods. Warehouse Associates and Drivers are often the main people that our food donors see and interact with. More importantly, the Assistant Warehouse Manager/Driver & Safety Officer is the representative of the Food Shuttle, delivering life-sustaining food to people who struggle with hunger. The Assistant Warehouse Manager/Driver & Safety Officer requires professionalism and customer service orientation.

DUTIES AND RESPONSIBILITIES

- Maintains safety as the top priority
- Own organizational safety to include direct work/collaboration and project completion with the Safety Committee and full utilization of the Safety Management System (Workhub)
- Perform Malone and Durham warehouse duties as assigned. Duties may include and are not limited to cleaning, organizing, loading and unloading trucks, assisting agency partners, building food orders, minor upkeep of vehicles, and other duties as assigned by your supervisor.
- Follow Food Safety and Handling guidelines and maintain food safety certificate.
- Maintain food safety standards, including maintaining appropriate temperature control of perishable items, and eliminating additional food safety risks
- Maintain food safety compliance inspections and paperwork
- Make safety inspections of warehouse equipment at the end of each day
- Participate in monthly AIB warehouse walkthroughs and collaborate with Warehouse Manager to make improvements as needed

- Follow best practices for safety, while on the road and when loading or unloading trucks
- Inspect product to ensure that safety and sanitation standards are met
- Train and supervise all volunteer roles in warehouse
- Act as positive representative of the Food Shuttle, displaying strong customer service and a friendly demeanor toward all people (volunteers, donors, program participants, partners, and colleagues)
- Maintain rapport with donors and/or their employees to foster continued support and a professional working relationship
- Drive Food Shuttle fleet vehicles to pick up food from donors and deliver to partners and program participants
- Work professionally with volunteers who assist in donor pick-ups and deliveries
- Assist in completing all documentation related to warehouse compliance and audits
- Maintain the warehouse, freezers, and coolers in a neat and orderly condition, including frequent trash removal, ensuring access to products and proper rotation via FIFO and FEFO
- Ensure pallet tags are neat, legible, and accurate
- Maintain accurate records and follow procedures regarding sorting, labeling, and weighing all food donated and distributed
- Other related duties as assigned

QUALIFICATIONS

- 3 or more years' warehouse experience
- Proficiency in Microsoft Office
- Strong communicator – verbal and written
- Ability to work on one's own in a fast-paced and demanding environment using good judgment skills
- Valid North Carolina driving license, insurable motor vehicle record
- Ability to pass a criminal background check
- A minimum of a high school diploma is required
- Basic Math skills: Add, subtract, multiply and divide units of weight successfully
- Forklift certification or experience with ability to obtain
- Position requires extensive lifting, pushing, and pulling
- Knowledge of Greater Raleigh/Triangle Area of North Carolina is preferred
- Safety management software experience preferred
- Demonstrated experience in operational safety preferred
- Demonstrated success in overhauling systems for improved efficiency preferred
- Straight truck or cargo van delivery and/or Class B CDL credentials are preferred

CORE COMPETENCIES

Customer Orientation: The ability to demonstrate concern for satisfying one's external and/or internal customers.

Initiative: Identifying what needs to be done and doing it before being asked or before the situation requires it.

Fostering Teamwork: As a team member, the ability and desire to work cooperatively with others on a team.

WORKING CONDITIONS

Long hours driving trucks with up to 26-foot beds. Warehousing, including coolers and freezers, dock operations, shipping and receiving, operating pallet jacks (manual and electric), loading/unloading trucks. Computer work in a warehouse setting. Work off-site during fundraising events, may include after hours and weekends. This position is onsite 5 days per week with no remote work options.

PHYSICAL REQUIREMENTS

Ability to lift up to 50lbs repeatedly. Ability to load and unload trucks with manual pallet jacks.

DIRECT REPORTS

None

EEO and Everify

Equal Employment Opportunity (EEO) [Inter-Faith Food Shuttle] provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity.

ADA Compliant: [Inter-Faith Food Shuttle] is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. To request reasonable accommodation, contact [HR department].

Inter-Faith validates the right to work using E-Verify. Inter-Faith will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

COMPENSATION & BENEFITS Pay Rate: \$24.00 per hour. Benefits include medical, dental, life, and long-term disability insurance. Simple IRA retirement plan with matching contribution. Paid Time Off (PTO, nine (9) designated and three (3) floating paid holidays.

TO APPLY

Please send **resume and cover letter** to recruiter@FoodShuttle.org

Inter-Faith Food Shuttle is an Equal Opportunity Employer. We respect and seek to build a team of individuals from diverse cultures, perspectives, skills and experiences.