



Job Title:	Warehouse Assistant/Backup Driver	Job Category:	Nonexempt
Department/Group:	Office	Job Code/ Req#:	
Location:	Cocoa	Travel Required:	None
Level/Salary Range:	TBD	Position Type:	Part Time (20-29 hrs.)
Contact:	Keith Robers, Operations Manger	Immediate Supervisor:	Operations Manager
Date of Last Revision:	8/12/20		

Position Summary

This is a part time position without benefits. Primary function is to assist warehouse lead, maintain all equipment, and fill in on donation pickup/unload as needed. Assist the CEO and Operations Manager with whatever is needed.

Job Description

ROLE AND RESPONSIBILITIES

- Provide excellent service to all clients.
- Restock pantry on a daily basis as needed.
- Put produce and bread out for clients, as needed.
- Complete and submit Truck Maintenance Form to Ops. Mgr. bi-weekly.
- Complete upkeep of grounds: cutting, edging, trimming, weeding, trash pickup, containers, etc.
- Complete all maintenance on buildings, vehicles, equipment, generators, appliances, painting, repairs, etc.
- Keep all tool areas organized and inventoried.
- Clean bathrooms daily.
- Assist with unloading the grocery alliance product on Monday and Friday.
- Assist with volunteer projects: food sorting, back pack builds, etc. Ensure volunteers working in warehouse are using best practices and safety is addressed.
- Assist with special projects/events: such as strip and wax floors, food drives, and property construction/repair.
- Assist with donation pick up and unloading of vehicle.
- Handle all employee/client complaints, concerns, or issues, provide feedback to Ops. Mgr.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Must have a high school diploma or GED. Associate’s degree is preferred. Must have a valid driver’s license and certified in operating a fork lift, with knowledge of operating pallet jacks.

PREFERRED SKILLS

Organization Skills – keeping all tools, logs, and reports in order.
 Basic math skills – ability to calculate sales and discounts without a calculator.
 Customer Service Skills – ability to have a pleasant demeanor with guests and assist them with finding products.
 Professionalism – ability to speak professionally to all individuals at all times.

Interpersonal skills – ability to relate to coworkers and build relationships.

Personal Management skills – ability to manage multiple assignments/tasks and set priorities.

Competencies

- Attention to Communication - The ability to ensure that information is passed on to others who should be kept informed.
- Oral Communication - The ability to express oneself clearly in conversations and interactions with others.
- Customer Orientation - The ability to demonstrate concern for satisfying one’s external and/or internal customers.
- Flexibility - Openness to different and new ways of doing things; willingness to modify one’s preferred way of doing things.
- Thoroughness - Ensuring that one’s own and others’ work and information are complete and accurate; carefully preparing for meetings and presentations; following up with others to ensure that agreements and commitments have been fulfilled.
- Initiative - Identifying what needs to be done and doing it before being asked or before the situation requires it.
- Forward Thinking - The ability to anticipate the implications and consequences of situations and take appropriate action to be prepared for possible contingencies.
- Cooperation/Teamwork - Works harmoniously with others to get a job done; responds positively to instructions and procedures; able to work well with staff, co-workers, peers and managers; shares critical information with everyone involved in a project; works effectively on projects that cross functional lines; helps to set a tone of cooperation within the work group and across groups; coordinates own work with others; seeks opinions; values working relationships; when appropriate facilitates discussion before decision-making process is complete.
- Reliability – Personally responsible; completes work in a timely, consistent manner; works hours necessary to complete assigned work; is regularly present and punctual; arrives prepared for work; is committed to doing the best job possible; keeps commitments.
- Support of Diversity - Treats all people with respect; values diverse perspectives; participates in diversity training opportunities; provides a supportive work environment for the multicultural workforce; applies the Lab’s philosophy of equal employment opportunity; shows sensitivity to individual differences; treats others fairly without regard to race, sex, color, religion, or sexual orientation; recognizes differences as opportunities to learn and gain by working together; values and encourages unique skills and talents; seeks and considers diverse perspectives and ideas.
- Quantity of Work - Produces an appropriate quantity of work; does not get bogged down in unnecessary detail; able to manage multiple projects; able to determine project urgency in a meaningful and practical way; organizes and schedules people and tasks.
- Attention to Detail - Is alert in a high-risk environment; follows detailed procedures and ensures accuracy in documentation and data; carefully monitors gauges, instruments or processes; concentrates on routine work details; organizes and maintains a system of records.

Acknowledged By:		Date:	
Approved By:		Date:	
Last Updated By:	Paula Rebman	Date:	October 2016