

Warehouse Distribution Specialist Job Description

Reports to: Warehouse & Facility Manager



Organizational Background: The Imperial Valley Food Bank's mission is "Fighting Hunger – Bringing Health and Hope to the Imperial Valley." Based in Imperial, IVFB coordinates with 70 other nonprofits to provide millions of pounds of food each month to 20,000 people. IVFB is a member of the California Association of Food Banks and is associated with Feeding America.

Job Purpose: The Warehouse Distribution Specialist is a full-time position of eight hours daily. The right person for this job will assist in all areas of the warehouse and enjoy working alongside a team by performing various distribution duties, including operating electric pallet jacks and hand trucks.

Start Date: Immediate opening

Duties and Responsibilities

At Distributions

- Assist at various food distributions around the county, including availability early morning
- Assist scanning client cards for proper identification and access to food
- Help direct volunteers
- Able to lift a minimum of 30 pounds repeatedly
- Assist in cleanup of site following the close of each distribution and return to the Food Bank

At Warehouse/IVFB - Aten Road Facility

- Provide excellent customer service on dock when pulling and verifying agency orders
- Follow procedures pertaining to proper handling of receipts, agency orders and inventory documentation
- Assist in preparing orders for the next day's distribution
- Assist local agency representatives in picking up orders; may include writing and signing invoices
- Operate warehouse equipment in a safe manner
- Assist in conducting inventory
- Other duties as assigned

Preferred Qualifications:

- High School diploma
- Forklift certification a plus
- Must be able to read, write and communicate in English; bilingual in Spanish helpful
- Basic math skills to ensure accuracy of orders
- Attention to procedures; ability to follow verbal directions and written instructions
- Flexible work schedule, including occasional weekend work
- Good customer service skills
- Some understanding and previous use of technology
- Class C Driver's License with good driving record
- Treat fellow community members with dignity and respect
- Happy to be a part of an organization that gives back to the community