

FOOD BANK

OF WESTERN MASSACHUSETTS

**Do you have at least 2 years of receiving experience?
Do you have an eye for detail, are quick to pivot, and enjoy working in a
fast-paced warehouse environment? This may be the position for you!**

The Food Bank is an equal-opportunity employer that celebrates diversity and is committed to an inclusive environment for all its contracted workers, employees, and volunteers.

The salary range for this position is \$20.52/hour-\$30.33/hour. Expected starting wage is \$23.59-\$24.04/hour. This position qualifies for an additional \$1.50/hour for Spanish proficiency.

=====Check out these benefits!**=====**

The Food Bank offers:

- **Set Monday-Friday schedule, 8AM-4PM**
- **45-minute paid lunch**
- **14 paid vacation days to start, plus 11 paid holidays and one floating holiday!**
- **80% of health insurance premiums covered - a value of \$695-\$2,104 per month**
- **50% of dental insurance premiums covered**
- **We match up to 3% of retirement plan contributions after 6 months with us**
- **Yearly boot voucher provided**

If you require reasonable accommodation to complete a job application, job interview, or to otherwise participate in our hiring process, please email us at jobs@foodbankwma.org, or call us at (413) 419-0191.

JOB OVERVIEW

The Receiver is responsible for all functions and paperwork related to receiving. Ensures accurate and proper reception of all product in adherence to Food Bank policy and procedure. Distributes completed paperwork to all appropriate parties.

REPORTING RELATIONSHIPS

Reports to: Receiving and Sorting Room Supervisor

Supervises: No direct reports

ESSENTIAL FUNCTIONS

- Follows all established receiving procedures and food safety guidelines correctly and on time.
- Ensures all receipt corrections are completed, as needed.
- Creates and updates all products in Primarius according to established procedures.
- Coordinates with Supervisor, and Manager of Food Operations on all documentation needed for data input.
- Assures the receiving counts and product details match purchase orders/pre-receipts; for inventory control purposes.
- Prints out receipt and pallet tag(s) and attaches pallet tag(s) to product.
- Identifies damaged and expired products.
- Assesses all incoming products (purchased or donated) condition prior to receipt and seeks management approval for load rejection, if needed.
- Assists the Supervisor in identifying, developing, and implementing receiving procedures.
- Ensures all assigned logs and paperwork are filled out accurately and routinely.
- Ensures all reportable invoices and BOL's are submitted to appropriate external parties accurately, routinely, and in a timely manner
- Provides information and resolution for BOL's submitted to external parties, as needed.
- Timely scheduling of inbound deliveries and management of the receiving calendar.
- Ensures receipt of donated and backhauled food donations exercising flexibility outside of receiving hours.
- Places all received product into storage, working with the Supervisors on a product put away plan when appropriate.
- Runs daily reports to ensure product is on POL after receipt.
- Identifies and appropriately labels all allergen pallets.
- Identifies insect susceptible product upon receipt and monitors product in accordance with policy.
- Ensures the pallet program is being performed according to internal procedures.

- Ensures the receiving and loading dock area are appropriately clean and locked up.
- Picks orders, prepares, load and ships product as needed.
- Works well with the rest of the Food Operations team.

OTHER RESPONSIBILITIES

- Acts as backup in all receiving related communications and requests.
- General restocking of the warehouse as needed.
- Maintains and promotes a high standard of cleanliness and safety.
- Follows all division and Food Bank policies and procedures.
- Performs all other duties as assigned by the Manager of Food Operations, Director of Food Operations, and the Food Operations Supervisors in the absence of the Manager and or Director.

WORKING CONDITIONS

- Warehouse environment - Temperature zones in the warehouse can range from -10 to 95 degrees Fahrenheit.
- Concrete floors
- Operation of powered equipment including forklifts and pallet jacks.
- Frequent lifting and moving of heavy materials, standing, sitting, walking, driving, twisting, bending, seeing, hearing, pushing, reaching, pulling, and handling paperwork. Lifting and gripping of objects weighing from less than 20 lbs. to 60 lbs. (Medical exam required)
- Work evenings, overtime, and weekends as needed

JOB QUALIFICATIONS/ REQUIREMENTS

- GED or High School Diploma or equivalent
- 3 years of warehouse experience
- 2 years of receiving experience
- Equipment: 1 year minimum of ride on pallet jack experience; 1 year minimum of forklift experience.
- Excellent customer service, communication, and verbal skills.
- Comfortable with Microsoft Office and other computer tasks.
- Strong mathematical skills
- Highly accurate

- Experience with cycle counting and inventory control.
- Ability to meet production standards set by the organization.
- Ability to read and understand written and numeric product numbers.
- Ability to perform the following consistently-Highly motivated self-starter and team player with strong attention to detail and the ability to prioritize multiple tasks in a fast-paced environment.
- Strong ability to pivot and adapt.
- Strong conflict resolution skills exercising diplomacy with vendors, donors, agencies, and staff.
- Steel-toed shoes are required.
- Strict adherence to safety rules: working safely is a condition of employment at the Food Bank of Western Massachusetts.

JOB PREFERENCES

- Food Safety experience.
- Additional receiving and/or warehouse experience
- 2+ years forklift experience
- Experience working on a diverse team
- Spanish proficiency

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