

WEST TEXAS FOOD BANK

POSITION TITLE:

Warehouse Product Processor - 2 positions available in Odessa

Hourly Wage

Immediate Supervisor: Processing Supervisor

Background Information on the West Texas Food Bank

The West Texas Food Bank seeks to eliminate hunger by procuring, storing and distributing surplus food and grocery products and transferring that product in usable quantities through a network of more than 180 community- and faith-based nonprofit organizations in 22 West Texas counties. Partnering agencies include food pantries, soup kitchens, after-school programs, senior citizen centers, low-income daycare centers, social service centers, emergency shelters, and residential treatment programs. The Food Bank, a nonprofit center for food distribution, is a member of America's Second Harvest, the nation's largest hunger-relief organization.

Job Function

Position performs routine duties related to sorting and repacking bulk food and grocery product for distribution, and other warehouse duties as needed.

Primary Duties and Responsibilities

- Presort, inspect, clean, sort and box product for distribution.
- Assist with record keeping associated with salvage and donated product inventory.
- Maintain and sanitize appropriate warehouse areas.
- Prepare and package agency orders for distribution.
- Follow first in, first out priority system of processing.
- Truck delivery when necessary.
- Perform other duties as assigned.

Qualification Requirements

Required:

- 18 years of age or older.
- High school diploma, G.E.D., or commensurate experience
- Able to lift heavy objects (50 pounds) and perform warehouse work
- Ability to stand for ½ a day
- Skill to operate pallet jacks.

- Able to work without close supervision.
- Willingness to work with and/or supervise volunteers.
- Work schedule flexibility
- Willingness to work overtime when necessary.
- Clean driving record and reliable transportation
- **Commitment to understanding and supporting WTFB's mission; Shows compassion and an appreciation for hunger issues.**

Desired:

- Bilingual: English/Spanish
- CDL Drivers License, or willingness to attain that license.
- Skill to operate forklift or willingness to learn.

Affirmative Recruitment Statement

The West Texas Food Bank conducts its recruitment program in a manner to identify highly qualified individuals from all segments of society. Minorities, women, veterans, and persons with disabilities are encouraged to apply. Selection decisions are made without regard to race, color, creed, national origin, sex, age, religion, sexual orientation, or marital status. **West Texas Food Bank is a drug-and-alcohol free work environment.**

Reasonable Accommodation Statement

This nonprofit organization provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the Executive Director. The decisions on granting reasonable accommodation will be on a case-by-case basis.

For additional information on this position or the Food Bank, please call 432/580-6333 or email Hyta Folsom at hfolson@secondharvest.org.

The job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. The employee is expected to perform other duties necessary for the effective operation of the Food Bank, as assigned.