

## **Job Description - Warehouse Support**

**Reports To:** Pantry and Facilities Manager

**Exempt/Non-exempt:** Non-Exempt Full Time Position (40 hours per week)

**General Description:** The Warehouse Support Team Member position is responsible for: coordinating and execution of food pickups and deliveries on a weekly/daily basis; assuring the safe and sanitary receipt and storage of all food products; maintaining good relationships with partners, donors and volunteers; supervising warehouse volunteers as needed; supporting inventory management, including conducting weekly counts and rotating products as needed; and performing general maintenance and day to day upkeep of warehouse and facility, equipment (refrigerators, freezer, hand trucks, pallet jacks, etc.) and vehicles.

### **Key Duties / Pantry and Warehouse Operations**

- Receives and accurately records donations made at the warehouse.
- Provides strong customer support to donors and volunteers.
- Provides leadership, direction and oversight to volunteer workers in the warehouse operations.
- Coordinates timely pick up of food donations.
- Plans and completes food deliveries to pantries and partners as needed.
- Assists with managing sorting operation in a manner to ensure the timely execution of the program
- Oversees utilization of palletized stock to ensure freshness.
- Tracks inventory by category and provides weekly reports to identify most needed items and shortages.
- Ensures the proper disposal of all unusable goods received through donations or salvage, in accordance with agency policy.
- Ensures proper rotation of all warehouse stock to ensure first in/first out policy of all stock
- Supervises the packing of all bags for mobile packing and specialty programs/partnerships to ensure adherence to current packing lists for each.
- Performs other duties as assigned.

### **Key Duties / Maintenance & Upkeep of Facility, Equipment and Vehicles**

- Conducts weekly checks of the warehouse refrigeration systems and logs information.
- Ensures regular maintenance as needed on warehouse equipment, vehicles, and refrigeration systems.
- Coordinates recycling of corrugated cardboard.
- Notifies Supervisor of needed supplies, equipment and/or repairs.
- Assists with managing all day to day maintenance and repair of facilities and grounds.
- Assists with managing organization's pest control program.
- Assists with warehouse organization, housekeeping, cleanliness and inventory, including all the building.

- Ensures warehouse is kept clean and organized.
- Provides support to the Pantry & Facilities Manager, including covering their job duties and responsibilities when they are absent
- Performs other duties as assigned.

### **Required Skills and Qualifications**

- Strong interpersonal, verbal and written communication skills.
- Computer and web proficiency, including Microsoft Outlook, Word and Excel.
- Friendly, self-motivated, organized and dependable.
- Detail oriented, able to multi-task and manage time effectively to meet deadlines and successfully execute job duties and projects.
- Positive attitude, friendly and team-player mindset.

### **Physical & Other Requirements**

- Must have valid Florida driver's license and safe driving record. Position requires travel within the two-county area.
- Must be able to work some nights and weekends as needed.
- Position requires high mobility as the work requires interaction with people in multi-level building and mostly standing or walking on warehouse floor.
- Must be able to lift typically 50 - 60 pounds.
- Must be able to successfully operate forklift, pallet jack, pallet lift and other routine warehouse equipment.
- High school diploma or GED required, some college preferred; warehouse and/or inventory experience strongly desired.
- Individual must be able to use common sense and have strong problem-solving skills.
- Working hours are generally Monday – Friday 8AM – 5PM.

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**To apply, please email your resume to Director of Operations  
Barbara Coffey at [barbara@mannahelps.org](mailto:barbara@mannahelps.org).**