

**Central California Food Bank**  
Job Description



**Job Title:** Distribution Center Associate  
**Reports To:** Warehouse Supervisor  
**FLSA Status:** Non-Exempt

**Prepared By:** HR Manager  
**Approved By:** President/CEO  
**Approval Date:**

**POSITION SUMMARY:**

Responsible for maintaining procedures and working productively to support daily Distribution Center (DC) activities. Collaborate with DC staff and volunteers on Distribution Center initiatives. Occasionally serve as a backup driver as workload dictates. Demonstrate excellent customer service and representation of Central California Food Bank.

The following is a list of major duties and responsibilities for this position. It is not all-inclusive. Other duties and responsibilities may be added as needed and, in addition, management as appropriate may modify this job description. This position is considered a safety sensitive position.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

**1. Pick, Pack and Stage Orders**

- Retrieve orders (pick lists), set up pick lines.
- Coordinate pick, pack and stage agency orders with appropriate labels.
- Any item amount that differs from inventory should be reported and reconciled.

**2. Maintain policies, procedures, and practices regarding distribution center activities**

- Follow proper in-bound and receiving procedures
- Follow proper out-bound and delivery procedures
- Participate in activities that maintain positive inventory control
- Engage in practices that promote sanitation and safety in food handling
- Engage in practices that promote safety among employees

**3. Engage in productive work behavior**

- Complete tasks in an accurate and efficient manner, working independently and in a fast-paced team environment to meet deadlines
- Work productively with others in a team environment
- Demonstrate interpersonal and oral communications skills
- Apply problem solving and critical thinking skills in daily distribution center activities
- Adhere to all Feeding America and Central California Food Bank regulations and guidelines
- Attend all staff meetings and appropriate training

**4. Provide excellent customer service to all Central California Food Bank customers including clients, staff, donors, logistics personnel, agency personnel, volunteers, board members, and the general public.**

- Engage in the following tasks or behaviors that represent excellent customer service: timely responses, punctuality and attendance, treating others with respect, distributing quality product, being knowledgeable and providing accurate information, and using appropriate non-

- verbal and verbal communication
- Represent and advocate for the organization in the community

**SUPERVISORY RESPONSIBILITIES:**

This position does not have supervisory responsibilities.

**MINIMUM QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations will be made in accordance with the ADA to enable individuals with disabilities to perform the essential job functions.

- High School Diploma or GED
- Demonstrate ability to read, write, and perform basic math skills in English
- Must pass background check and drug test
- Must have a clean DMV driving record with no violations in the last three years, and possess current eligibility to drive
- Must possess current California driver's license (Class C) and have proof of insurance prior to first day of employment
- Able to stand or sit for extended periods of time
- Must be insurable by Central California Food Bank company vehicle insurance provider
- Minimum 2 years of driving experience
- Minimum 2 years of distribution center experience in an order picking, packing environment
- Minimum 1 year of shipping and receiving experience.
- Demonstrated ability to load/unload trailers using forklift, manual jack, and distribution center equipment
- Have knowledge of the local driving area and an ability to use a map/GPS.
- Must be able to be certified as a fork lift driver within 90 days of hire.

**PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform essential functions of this job. Reasonable accommodations will be made in accordance with ADA to enable individuals with disabilities to perform the essential job functions.

This position is located at a warehousing/distribution facility. With warehouse and truck traffic in the facility and grounds, a few steps to walk up into the facility and product stacked and stored throughout, this position requires someone who is mobile and who can watch for traffic and normal hazards of a warehouse environment. While performing the job duties of this job, the employee is regularly required to sit, talk, and hear. The employee frequently is required to stand, walk and/or reach with hands and arms. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. Must be able to use a computer to track detailed data, write reports and receive information; must be able to communicate by phone and in person; must be able to drive to and from meetings, events, and to run errands.

*Central California Food Bank is an at-will employer. This means that employment can be terminated at-will by the company or employee and such termination can be made with or without notice.*

*Central California Food Bank is an Equal Opportunity Employer.  
Central California Food Bank is a proud member of Feeding America.*

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**Central California Food Bank**  
Job Description Acknowledgement

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By signing below I am acknowledging that I have received a copy of this job description.

I understand I am to become familiar with my job description's contents as it represents a brief summary of my job duties, which are not all-inclusive and are subject to change, with or without prior notice. I understand it is my responsibility to talk to my manager or Human Resources if I have any questions regarding my individual job responsibilities or any policies and procedures.

Further, I understand that signing this document does not constitute a contract of employment with Central California Food Bank.

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Employee Name (Signature)

\_\_\_\_\_  
Date