

Employee Work Profile Warehouse Support

Areas of Responsibility:

- Team
 - Coordinate with the Warehouse Manager and Warehouse Floor Lead(s) to identify the daily goal(s), and an efficient plan is understood to accomplish the set goal(s)
 - Support your team members, so the whole warehouse accomplishes the set goal(s)
 - This position will float throughout the warehouse in order to support the team as needed. Tasks and duties will vary based on the day.
- Volunteers & Community Service
 - Support the Warehouse Manager and Warehouse Floor Lead(s) in the following areas:
 - Identify and delegate teams to accomplish projects (sorting and preparing products for distributions)
 - Ensure that volunteers and community service individuals are following policies and procedures
 - Keep the teams motivated and ensure that they are having a good experience while also accomplishing their goal(s)
 - Monitor each assigned team to ensure they are correctly inspecting and preparing all product
 - If there is any conflict with an individual, report to the Warehouse Floor Lead(s)
- Product
 - Support the Warehouse Floor Lead(s) to accomplish the following:
 - Quality inspection
 - Ensure that all product is quality inspected
 - Prepare good product for distribution; the bad product is either donated to an animal farm or thrown away
 - Sort
 - Have all products sorted into their appropriate category
 - Build full pallets of products that are ready for distribution
 - Wrap
 - Wrap each applicable pallet after completion
 - Tag
 - Write the weight, product type, date, and, if applicable, what distribution the completed pallet is for
 - Stage
 - Stage completed pallets in their correctly designated location
- Floor
 - Support the Warehouse Floor Lead(s) to accomplish the following:
 - Organize
 - Maintain a clean and organized warehouse floor throughout the day to ensure maximized workspace and safety
 - Upon the completion of the day, leave the warehouse cleaned, organized, and ready for the next day
- Trucks

- Assist in loading and unloading of trucks
 - Support drivers when needed for pick-ups and drop-offs of product
 - Assist the Warehouse Manager and the Operations Coordinator in cleaning and maintaining the trucks
- Trash
 - Ensure all trash is removed throughout the day to maintain a clean and safe work environment
- Dry Goods Room
 - Help assist the Dry Goods Room when needed
 - Remove completed pallets
 - Deliver and set up tri-walls
 - Deliver any needed product for sorting
- Additional responsibilities and duties may be assigned
- Process Expectations
 - This position is expected to complete its job responsibilities by identifying, training, and coordinating individuals and teams to execute each task correctly. Delegation and follow-up will ensure that multitasking is effective each day, which will enable all tasks to be accomplished on time without compromising accuracy. This position will need to oversee the work, not commit to a single project so that it can step in and correct, encourage, or redirect efforts being made by both staff and volunteers. Failure to delegate correctly will result in not meeting the position's process expectations.