



## EXTERNAL JOB POSTING

Posting Date: September 14, 2018  
External Application Closing Date: Until Filled

- Job Title:** Warehouse Associate/Back-Up Driver
- Reports To:** Operations Director
- Hourly Range:** \$16.00 - \$17.25
- Hours:** 40 Hours per Week; Primarily Daytime
- Benefits:** Medical, Dental, Short Term Disability, Long Term Disability and Life Insurance, 401 (k) Plan, generous Vacation, Sick and Holiday Leave
- Job Summary:** The Warehouse Associate/Back-Up Driver is responsible for the acceptance and delivery of all Food Bank products; and the general maintenance, cleanliness, and organization of the Food Bank's facilities, equipment and vehicles.

### PRIMARY DUTIES:

- Accurately process inventory transactions related to job functions in Ceres 2009
- Ensure the timely unloading, inspection and inventory of all product arriving at the Food Bank
- Organize and maintain the warehouse to ensure maximum cleanliness and efficiency of space
- Maintain daily cleaning schedule including the inside and outside of warehouse
- Pick and set up orders for delivery and pick up

### QUALIFICATIONS REQUIRED:

- High School Education or equivalent experience
- Interest in hunger issues or related social services
- Strong communication and interpersonal skills
- Strong organization skills and an attention to detail
- Ability to work independently, exercising initiative and sound judgment
- Ability to work as a team with various staff members
- Sound data/record management
- Computer experience including familiarity with Microsoft Office
- Ability to obtain and maintain a valid CDL Class B driver's license, clean driving record, and medical card (may be obtained following hire)
- Ability to lift 50 pounds regularly, 100 pounds occasionally; frequently lift, bend and stand
- Satisfactorily pass pre-employment and on-going employment drug testing
- Forklift Operator Safety Training (may be obtained following hire)
- ServSafe® Certification (may be obtained following hire)

### QUALIFICATIONS PREFERRED:

- Knowledge of, or experience in, the food and/or transportation industry

Candidates should apply to Second Harvest Northern Lakes Food Bank, 4503 Airpark Boulevard, Duluth, MN 55811 or [info@northernlakesfoodbank.org](mailto:info@northernlakesfoodbank.org). For more information: [www.northernlakesfoodbank.org/careers](http://www.northernlakesfoodbank.org/careers).

Second Harvest Northern Lakes Food Bank is an Equal Opportunity Employer  
Second Harvest Northern Lakes Food Bank is a Drug and Alcohol Free Workplace