



## **JOB DESCRIPTION**

Position: Warehouse / Stocking Clerk  
Reports to: Operations Coordinator

**SUMMARY:** The Warehouse / Stocking Clerk is responsible for performing a variety of manual tasks associated with the acquisition, storage, and distribution of food products and maintenance of the facility. This is a part-time (20 to 25 hours per week) nonexempt position with a varied weekly schedule that includes evening and weekend hours.

### **Responsibilities**

- Pick up, check-in, unload and put away purchased and donated products
- Unload, inventory, log, and put away food donations from food drives and individuals
- Spot-check grocery delivery orders to ensure they are complete and correct
- Prepare for upcoming volunteer shifts by arranging projects and cleaning work spaces
- Assist with inventory process
- Restock frozen, refrigerated, and dry goods into inventory; ensure that first-expired-first-out methodology is used
- Maintain sanitation, safety and order of food distribution areas
- Drive within Sonoma County to deliver and load heavy items
- Perform basic maintenance tasks
- Participate in special projects at the request of the Operations Coordinator
- Follow all Food Safety guidelines for receiving, storage, and distribution
- Direct volunteers in a friendly and professional manner
- Assist clients with weekly orders
- Attend staff meetings
- Perform other duties as assigned

### **Requirements**

- Must be able to lift and carry 30 to 50 pounds regularly
- Tasks include standing, lifting, squatting and bending regularly
- Valid California driver's license