Our Vision: "Every neighbor. With enough food. Everyday."

Job Title:	**Warehouse Associate/Driver**
Reports to:	**Branch Operations Manager**
Classification:	**Full-time, Non-Exempt**
Location:	**Clayton, GA**
Compensation:	**$18.00/hr**

About Us:
The mission of the Food Bank of Northeast Georgia (FBNEGA) is to connect neighbors with nourishing food.

Our team has united for more than 30 years to: build a greater understanding of food insecurity; create clear pathways for donors, volunteers, and community members to invest in solutions to this widespread problem; to serve as the hub of an expansive supply and distribution network; and, to bring food insecurity across our 15-county region to functional zero.

Our Values:

Dignity: We honor the humanity of all people.

Compassion: We acknowledge that hunger is a burden that no one should bear alone.

Stewardship: We honor the power of giving by applying resources in a mission driven and thoughtful manner.

Belonging: We create a place of welcome and hospitality for all.

Accountability: We commit to continuous improvement and transparency in all that we do.

Efficacy: We get things done and understand the urgency of our work.

Job Summary:
The Warehouse Associate/Driver is responsible for the receiving and distribution of product to Member Agencies, the safe and efficient operation of equipment, and the overall support of the operational goals of Food Bank of Northeast Georgia. The Warehouse Associate/Driver maintains a high degree of compliance with all safety, food safety, recordkeeping, Feeding America, and Food Bank of Northeast Georgia rules and regulations at all times. Maintains strong relationships with all participating donors and Food Bank Member Agencies.

Key Responsibilities:

Route Driving

- Safely and efficiently conducts pickups and deliveries in FBNEGA commercial vehicles
- Establishes and maintains good relationships with food donors and Member Agencies, reporting any challenges to the Branch Operations Manager

Receiving

- Responsible for the timely inspecting, unloading, and recording of relevant information for inbound shipments
- Houses received product into the correct warehouse locations

Quality Assurance and Food Safety

- Monitors product expiration dates to ensure product quality. Reports expired and damaged products to the Branch Operations Manager
- Maintains daily temperature logs on all refrigerated equipment. Reports temperature variances or concerns to the Branch Operations Manager.
- Assists with rotating and restocking inventory
- Always maintains compliance with all relevant food safety procedures and standards

Warehouse Maintenance

- Maintains a clean warehouse and outside grounds
- Consistently performs regular equipment and building checks
- Assists with the upkeep and maintenance of the facility and equipment as directed
- Maintains up-to-date cleaning logs

Customer Service

- Professionally represents the FBNEGA and its values in interactions with Member Agencies, vendors, and the public
- Engages with Member Agencies during the order pickup process, approaching every interaction with courtesy, professionalism, and an extra-mile attitude
- Assists the Sharing Floor and other teams as needed by managing inventory, picking products, or providing customer service to Member Agencies

Other duties as assigned

Qualifications:

- The Food Bank of Northeast Georgia is a Drug Free Workplace: Candidate must be able to pass criminal background check and drug screening
- Candidate must possess a satisfactory Motor Vehicle Record
- Experience with commercial vehicles and large machinery operation
- Must have the ability to operate company vehicle and maintain a valid class C driver's license permit from the State of Georgia
- Insurable by Food Bank's insurance carrier and able to maintain DOT physical requirements
- Forklift and pallet jack experience preferred
- Servsafe certified preferred

Personal Qualities:

- Ability to work collaboratively across Food Bank of Northeast Georgia departments and locations
- Ability to use independent judgment in routine and non-routine situations
- Accuracy, timeliness, attention to detail, highly organized
- Ability to effectively communicate with a diverse range of stakeholders
- Must be able to follow directions

Work Environment:

Work is value, goal, and deadline oriented. Regular and predictable attendance is required. Some extended hours may be required.

Physical Demands:

- The ability to constantly lift, move, and carry objects weighing up to 10 lbs. safely and comfortably
- The ability to frequently lift, move, and carry objects weighing up to 25 lbs. safely and comfortably
- The ability to occasionally lift, move, and carry objects weighing up to 75 lbs. safely and comfortably with a partner
- The ability to work comfortably for extended periods in indoor and outdoor non-climate-controlled environments, occasionally facing adverse weather conditions
- The ability to use close vision, distance vision, peripheral vision, and depth perception to see and respond while driving or operating machinery
- The ability to speak, for expressing or exchanging information and instructions through spoken word
- The ability to receive instructions or information by means of oral communication
- The ability to respond quickly to sounds
- The ability to stand, stoop, and walk to move safely over uneven terrain, in confined spaces, and during normal work conditions
- The ability to use hands and arms to reach, feel, handle, or grasp items

Workplace Details:

Location: 46 Plaza Way, Clayton GA

Hours: Standard hours are 7:00am-3:30pm Monday-Friday but may vary based on work demand

Professional Development: We maintain an ongoing and open commitment to professional development and leadership. Staff have opportunities through:

- Feeding America
- Feeding Georgia
- Nonprofit Training Series
- Athens Area Community Foundation and United Way offerings

Compensation and Benefits:

- Values driven work environment
- Competitive compensation
- 401(k)/Roth 401(k) with up to 4% match
- Elective health, dental, vision insurance access
- Basic life, short-term, and long-term disability insurance
- Paid holidays
- Generous paid time off policy