

Warehouse Lead

Department: Food Programs

Reports To: Food Programs Director

Status: Part-time (20-25 hours per week)

Pay: \$14.00 per hour

Position Summary

The Warehouse Lead is responsible for supporting the daily operations of the food warehouse by ensuring the safe, organized, and efficient handling of food products, non-food items, and food program supplies. This position plays a key role in maintaining warehouse cleanliness, inventory accuracy, food safety standards, and compliance with TEFAP guidelines. The Warehouse Lead will oversee warehouse organization, assist with staff and volunteer coordination, and ensure clear communication and proper reporting to the Food Programs Director.

This position works primarily in a warehouse environment with regular exposure to temperature variation, moving equipment, palletized inventory, refrigerated storage areas, and loading docks. Safety awareness and adherence to all warehouse procedures are essential.

The ideal candidate is dependable, organized, safety-conscious, and able to work effectively in a team environment while maintaining professionalism and strong communication skills.

Essential Duties and Responsibilities

Warehouse Operations

- Receive, inspect, unload, and organize incoming food and non-food donations from vendors, community partners, food banks, and donors.
- Ensure all inventory is rotated using FIFO (First In, First Out) procedures.
- Monitor food quality and conduct proper food inspections to identify damaged, expired, or unsafe products.
- Maintain accurate inventory records and assist with inventory counts and reporting.
- Safely load, unload, move, stack, and organize pallets and other warehouse materials.
- Operate forklifts, pallet jacks, and other warehouse equipment safely and efficiently.
- Prepare products and supplies for shelter, soup kitchen and weekly distribution programs as needed.
- Verify incoming deliveries against purchase orders, packing lists, or manifests; sign off on donation receipts and vendor paperwork.
- Communicate discrepancies such as incorrect quantities or missing items to the Food Programs Director promptly.
- Perform basic pre- and post-use inspections on forklifts and pallet jacks; report maintenance needs or schedule repairs as needed.
- Coordinate with drivers and delivery partners on pickup and drop-off timing to ensure smooth receiving operations.
- Prepare products and supplies for shelter, soup kitchen and weekly distribution programs as needed.

Food Safety

- Ensure compliance with TEFAP regulations and all food safety standards.

- Monitor warehouse conditions to maintain proper storage temperatures and sanitation practices.
- Ability to spend extended periods of time in coolers and freezers.
- Assist with pest prevention and control efforts by maintaining clean storage areas and reporting concerns immediately.
- Ensure proper disposal of damaged, expired, or contaminated products according to organizational procedures.

Communication & Reporting

- Maintain clear, professional, and timely communication with the Food Programs Director, staff, volunteers, donors, and delivery personnel.
- Report inventory shortages, damaged products, safety concerns, equipment issues, pest concerns, and operational challenges promptly.
- Complete required warehouse logs, inspection reports, donation records, and operational documentation accurately and on time.
- Assist in communicating warehouse procedures and expectations to volunteers and team members.
- Maintain documentation and records in a manner that supports TEFAP audit readiness and organizational compliance at all times.

Warehouse Cleanliness & Organization

- Maintain a clean, safe, and organized warehouse environment at all times.
- Ensure aisles, coolers, freezers, loading docks, donation areas, and storage areas remain orderly and hazard-free.
- Perform regular trash removal and recycling disposal to maintain sanitation and cleanliness standards.
- Support daily, weekly, and monthly warehouse cleaning schedules.
- Promote workplace safety and ensure compliance with organizational safety procedures.

Teamwork & Leadership

- Work collaboratively with staff, volunteers, donors, and community partners.
- Help coordinate daily tasks and workflow for warehouse staff and volunteers during shift operations
- Communicate operational needs and updates to the Food Programs Director and relay information to the team as needed.
- Assist with coordinating volunteer and staff schedules for distributions, receiving shifts, and other warehouse activities.
- Assist with training volunteers and new warehouse staff on warehouse procedures, safety expectations, and food handling practices.
- Demonstrate professionalism, reliability, and a positive attitude while supporting team goals.
- Help create a respectful, productive, and mission-focused work environment.

Emergency & Safety Response

- Know and follow all emergency procedures including fire evacuation, spill response, and injury reporting protocols.
- Assist with on-site response to safety incidents and ensure incidents are reported to the Food Programs Director and documented promptly.

- Support safety awareness by helping orient staff and volunteers to emergency exits, first aid locations, and safety protocols.

Qualifications

- High school diploma or GED preferred.
- Previous warehouse, food pantry, food distribution, donation receiving, or inventory experience preferred.
- Forklift experience required; forklift certification preferred or willingness to obtain certification within 60 days.
- Knowledge of FIFO inventory practices and basic food safety procedures preferred.
- Familiarity with TEFAP guidelines and food handling standards preferred.
- Strong organizational and problem-solving skills.
- Excellent verbal and written communication skills.
- Ability to work independently and as part of a team.
- Valid driver's license required.

Physical Requirements

- Ability to lift, push, and pull at least 50 pounds regularly.
- Ability to stand, bend, walk, climb, and move throughout the warehouse for extended periods.
- Ability to work in varying temperatures, including coolers and freezer areas.
- Ability to safely operate warehouse equipment and vehicles.

Key Expectations

- Maintain professionalism.
- Demonstrate strong communication and proper reporting practices.
- Prioritize safety, cleanliness, organization, and teamwork.
- Support the mission and values of the organization through dependable service and collaboration.
- Complete other duties as assigned.

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