

Food Recovery Program/Warehouse

The Food Recovery Program/Warehouse employee works under the supervision of the Warehouse Manager and the Executive Director. The employee assists with daily operations of the Food Recovery Program.

Essential Job Functions. The Food Recovery Program employee will:

1. Work with the Warehouse Manager to assist with and coordinate all elements of the Food Recovery Program. (donations, food pick-ups and deliveries, proper storage, etc.)
2. Work with recipient agencies, developing each agency's needs in order to provide the foods most appropriate to their programs.
3. Work with staff to recruit and train volunteers and/or staff at recipient agencies and warehouse, developing methods of food handling that are safe and in compliance with federal laws.
4. Maintain the Food Recovery Program Inventory, keeping all records of food donations and deliveries.
5. Answer incoming phone calls as necessary.
6. Maintain warehouse stock implementing the "FIFO" (first in, first out) method of distribution.
7. Maintain warehouse and office area; cleaning, temperature control, pest control, etc.
8. Assist with program promotion (events, media, fundraising) where appropriate.
9. Perform related work as assigned by the Warehouse Manager and Executive Director.

Other Expectations: The Food Recovery/Warehouse employee will:

1. Have knowledge of safety and sanitation procedures.
2. Have the ability to meet and deal with the public effectively and work with people of all ages and backgrounds, respecting the integrity of every person.
3. Have the ability to be flexible in a work environment where rapid response to donors, recipient agencies and individuals is necessary.
4. Have the ability to accurately complete and maintain required records and reports (competency with computer technology)
5. Ability to lift 25 pounds frequently, 50 pounds infrequently.
6. Be willing to comply with all policies and procedures that The Hunger Task Force of La Crosse, Inc. has developed for employees.
7. Possess a current and valid driver license.