



7066 Interstate Island Road Syracuse, New York 13209 315.437.1899 foodbankcny.org

Warehouse Associate

Position Summary:

The Warehouse Associate is responsible for assisting with all components of warehouse operations. This includes: picking orders, sorting product, unloading trucks, loading pick-up orders, and maintaining accurate counts and paperwork.

Qualifications:

Individual should be in good physical condition with ability to perform continual lifting of up to 60 pounds in a fast paced environment; ability to operate all warehouse machinery; very good math skills; knowledge of and ability to work as part of a team; ability to interact comfortably with diverse populations.

Essential Functions:

The Warehouse Associate responsibilities will include:

- Assisting with loading/unloading and storing product from delivery trucks
- Maintaining accurate count and awareness of the condition of product received and shipped
- Assisting with cycle counts and regularly scheduled inventory counts
- Checking and cleaning warehouse, docks, and grounds as directed
- Completing cleaning logs
- Employee will use pick sheets to pull and stage products to fill orders
- Advising Warehouse Manager of inventory discrepancies and product damages
- Advising warehouse manager of inventory discrepancies and product damages
- Assisting with loading pick-up orders
- Putting stock away using pallet tags
- Operating and maintaining all equipment in a safe manner

Salary: \$13.50 per hour

Send resume and cover letter to:

Food Bank of Central New York
Attn: Human Resources
7066 Interstate Island Road
Syracuse NY, 13209

OR: hr@foodbankcny.org