



## Job Description

JOB TITLE: Operations Associate

REPORTS TO: Facility & Compliance Manager

STATUS: Full-time, Hourly, Non-Exempt

HOURS: Monday-Friday as scheduled; Weekends as needed.

SUPERVISORY ROLE: No

NO. OF DIRECT REPORTS: 0

TRAVEL REQUIRED: 0-5%

### PRIMARY FUNCTION:

Responsible for efficient and accurate receiving, handling, distribution, and processing of EIF Inventory. Position physically and accurately handles product to ensure accurate receipts and customer orders.

### PRINCIPAL DUTIES & RESPONSIBILITIES:

#### Inventory/Warehouse

- Assists in maintaining accurate inventory
  - Accurately pull and stage product for orders
  - Assist with maintaining the locator system, including maintenance and placement of all product
  - Assist with proper product rotation
  - Assists with IDHS, FA, and all other donor requirements
- Assist with EIF inventory management using current software
  - Manage pick tickets
  - Accurately perform data entry
  - Process product information and inventory changes in accordance with EIF Policy
- Assist with donor and inventory information
- Assist with physical inventories
- Assist with sorting and repackaging of EIF product
- Follow safety practices in the warehouse and while operating warehouse equipment
- Assist in maintaining sanitary and safe food handling practices
- Assist with maintaining cleaning schedules
- Serve as back up for other staff as directed

#### Customer Service

- Assists in the distribution of product to meet customer needs
  - Greet and assist member agencies in warehouse with shopping area product selection
  - Assist with extra distribution efforts with member agencies

#### Other:

- Demonstrate a commitment to the mission and values of Eastern Illinois Foodbank
- Other duties and special projects as assigned

### WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Working condition may vary between controlled temperatures in an office-environment and non-regulated high temperatures in the warehouse
- Sitting and standing for long periods, walking intermittently
- Office-type as well as warehouse environment with regular use of basic office equipment (i.e., computer, printer, phone system, copy machine/scanner, projector, etc.)
- Ability to occasionally lift or move up to 50 pounds regularly and repetitively, 75 pounds occasionally
- Ability to stand, walk, sit, use hands to finger, or feel objects, tools, or controls, reach with hands and arms, climb stairs, balance, stoop or kneel, crouch or crawl, talk or hear, and taste or smell
- Use specific vision abilities, including close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus
- The noise level in the work environment is moderate to severe.
- While performing duties of this job, the employee may be exposed to wet or humid conditions, extreme cold or heat, and general outside weather conditions.

#### QUALIFICATIONS:

##### Competencies, Education and Experience

- MS Office proficient; including Outlook, Word, and Excel
- Ability to work accurately with numbers
- Strong attention to detail
- Ability to operate forklifts, pallet jacks, and other warehouse equipment is required, including OSHA certification
- Forklift Operator Safety Training

#### EXPECTED HOURS TO WORK:

This role is considered full-time working approximately 40 hours per week and is eligible for overtime for any hours worked over 40 in a workweek. Work schedule is from Monday thru Friday as scheduled with occasional weekend evening hours. Personal transportation is required for all weekend and evening events.

#### JOB DESCRIPTION ACKNOWLEDGEMENT:

This job description is not intended to be construed as an exhaustive list of responsibilities, duties and skills required. The CEO has exclusive rights to alter this job description at any time without notice. The job description does not imply nor create a guarantee of employment and/or an employment contract of any kind. I understand that my employment with the Eastern Illinois Foodbank is at-will. The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements, and, at this time, I know of no limitations which would prevent me from performing the listed functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these job functions.

I have read and understand the position expectations and job functions. I verify that I have received a copy of my job description by the signature below. As an employee of Eastern Illinois Foodbank, I understand the duties and responsibilities assigned to me. Furthermore, I understand that the duties listed above are guidelines and will change over time, as necessary. I understand that I may be asked to perform duties and handle responsibilities that are not specifically addressed in my job description.

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Printed Name

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Signature

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Date

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Manager Signature

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Date

Eastern Illinois Foodbank provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.