



## Warehouse Worker Job Description

**Position Title:** Warehouse Worker  
**Education:** High School Diploma  
**Location:** Brooklyn  
**Employment Type:** Full Time  
**Reports to:** Program Operations Manager

**The Campaign Against Hunger (TCAH)** is a 501(c)3 and one of the largest and most robust anti-hunger advocates in New York City. Since March 2020, when COVID-19 began to impact the city, TCAH has quadrupled our previous annual capacity to serve food for over 20 million meals while continuing to advance equity for communities that are underserved and disenfranchised. TCAH's mission is to empower our neighbors to lead healthier, more productive, and self-sufficient lives by increasing their access to nutritious food and related resources. With an annual budget of **\$8.9 million** and a staff size of 50, TCAH is looking to add to its dynamic team.

### Warehouse Worker Job Summary

TCAH is looking for a responsible and energetic driver/warehouse worker. The incumbent will drive TCAH vehicles to assure safe transportation of food and other items to and from various destinations and deliver as necessary. This individual will perform multiple functions that may include receiving and processing incoming stock and materials; picking and filling orders from stock; packing and delivering supply; and managing, organizing, and retrieving stock in the warehouse.

### Essential duties and responsibilities

- Develop and maintain outstanding working relationships with TCAH partners to ensure satisfaction. Resolve customer issues as appropriate
- Assist with loading & unloading vehicles and checking in merchandise
- Complete inventory via SmartChoice platform
- Sort and place materials or items in storage, trucks, and/or warehouses
- Open and dispose of boxes, bales, crates, and other containers
- Maintain inventory controls by collecting stock and recording on inventory sheets (dry, fresh and refrigerated). Assist in counting of physical inventory
- Complete pick up forms and assist partners with providing allocated amounts of food
- Pack and prepare orders for partner deliveries, Fresh Vibes Market, Supper Pantry, Mobile Pantry, Special Events, WHSP, and other programs
- Maintain safe and clean work environment by keeping storage, store, truck, and work stations neat. Sweep, dust and mop. Organize warehouse and work area for orderliness at all times
- Wear the proper safety equipment including steel toe boots and gloves
- May need to work in other areas of the organization as deemed necessary by supervisor
- Other jobs as outlined by the Program Operations Manager, Director of Programs and/or Executive Director





- Receive routing information and provide feedback to the Warehouse Supervisor
- Inspect and verify the complete contents and quality of all food distribution center products during pickup and quickly communicate any shortages or other issues to the Warehouse Supervisor
- Modify order slips at customer drops, as needed, and collect customer signatures and paperwork with each delivery
- Coordinate directly with specific producers and customers to communicate ETAs and order status
- Track and communicate mileage, hours, and other pertinent details and issues for each route
- Monitor the condition of all truck and refrigeration components and report and coordinate with the Program Operations Manager around maintenance required
- Perform regular food safety-related checks on trucks and keep required daily food safety records

### **Qualification requirements**

- High School diploma or equivalent preferred
- 2-3 yrs previous driving/warehouse experience preferred
- Good communication, organizational, time management, and mathematical skills
- Dependable and reliable
- Inventory, equipment maintenance, data entry, and computer skills may be required
- Driver's License
- Delivery driving experience is a plus \*Clean DMV printout
- Have a good understanding of the metropolitan area and ability to navigate
- Experience handling pallet jacks
- Microsoft Office knowledge

### **Physical demands and abilities**

- Regularly required to use hands to finger, handle or feel, reach with hands and arms, and talk or hear
- Regularly lift and/or move objects 10-50lbs occasionally lift and/or move objects that weigh more than 100 lbs.
- Frequently required to stand, walk, stoop, kneel, crouch, or crawl
- Occasionally required to sit and climb or balance
- Specific vision abilities required for this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust and focus

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Job Type: Full-time

Salary is competitive and based on experience. Please send Cover letter and resume to [hr@tcahnyc.org](mailto:hr@tcahnyc.org)

