Every MANNA FoodBank employee must subscribe to a Criminal background check and pre-employment drug testing. Valid Driver’s License, auto insurance and clean driving record required. Commercial Driver’s License Class B preferred.

Every MANNA FoodBank employee must subscribe to the “Statement of Philosophy” and the “Mission Statement” of MANNA FoodBank. Employees must also adhere to MANNA’s “Drug and Alcohol Policy”. These documents are on file in the Office of Finance and Human Resources.
Every MANNA FoodBank employee must subscribe to a Criminal background check and pre-employment drug testing. Valid Driver’s License, auto insurance and clean driving record required. Commercial Driver’s License Class B preferred.

Every MANNA FoodBank employee must subscribe to the “Statement of Philosophy” and the “Mission Statement” of MANNA FoodBank. Employees must also adhere to MANNA’s “Drug and Alcohol Policy”. These documents are on file in the Office of Finance and Human Resources.

Rev. Date: June 24, 2016

- Must be able to efficiently and safely accomplish tasks within a reasonable amount of time
- Must be able to understand and take direction on processes and tasks in the Reclaim Department
- Must be able to effectively and pleasantly communicate with a diversity of volunteers, staff, donors, and agency representatives.
- Must be able to assist staff and volunteers in achieving the goals of MANNA FoodBank
- Must be organized, accurate and efficient in performing work duties
- Must be dependable

Additional Skills:
- Outstanding Customer Service abilities and a positive attitude
- Strong analytical and problem solving skills preferred
- Enjoys working with people
- A desire to educate and inspire others in the mission of Manna FoodBank
- Prior experience in production work a plus
- Knowledge of food bank operations a plus
- Prior experience working in a warehouse environment or with warehouse equipment

Qualifications:
- Forklift Certification strongly preferred or the ability to obtain certification internally within three months of hire
- High school graduate or GED required
- Basic computer skills
- Must provide proof of current, valid North Carolina driver's license with clean MVR and auto insurance

Working Conditions: This position will be performed in a warehouse setting. This setting can be at times, hot or cold depending on the season. This is a fast paced hands-on physical work environment. The noise level in the work environment is moderate to moderately loud within the Warehouse.

Physical Demands: This position requires the ability to frequently and safely lift and transport 40 - 50+ lbs., operation of a manual pallet jacks with the ability to manage loads in excess of 1,200 lbs. This includes pushing and pulling of product throughout the warehouse. While performing job duties the employee is regularly required to use hands to finger, handle or feel; reach with hands and arms; and talk or hear. The employee is required to stand; walk; and stoop, kneel, crouch, or crawl. The employee, while scanning, will use repetitive motion to accomplish objectives. The employee is occasionally required to sit and climb or balance. The employee must regularly lift and move objects as described above. Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Travel: Minimal, but routine travel may be required within the service area. Employee must provide proof of current, valid North Carolina driver’s license with clean MVR and auto insurance.
Schedule: 8am-4pm, Monday - Friday (Overtime is sometimes needed in this position requiring a 6am-4pm, Mon-Fri)

Acknowledgements for: Reclaim Associate (Prep & Scan) at Manna FoodBank

A review of this description has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and requirements are essential job functions.

This description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to perform any other job-related duties assigned by their supervising manager/director.

This document does not create an employment contract, implied or otherwise, other than “at will” employment relationship.

Employee Signature: ____________________________ Date: ______________

Supervisor Signature: __________________________ Date: ______________

Every MANNA FoodBank employee must subscribe to a Criminal background check and pre-employment drug testing. Valid Driver’s License, auto insurance and clean driving record required. Commercial Driver’s License Class B preferred.

Every MANNA FoodBank employee must subscribe to the "Statement of Philosophy" and the "Mission Statement" of MANNA FoodBank. Employees must also adhere to MANNA’s "Drug and Alcohol Policy". These documents are on file in the Office of Finance and Human Resources.

Rev. Date: June 24, 2016