

York County Food Bank
JOB DESCRIPTION



Job Title: Warehouse Associate
Department: Warehouse
Reports to: Warehouse Manager
Classification: Full time, Non-Exempt
Date: July 2026

About York County Food Bank

The York County Food Bank (YCFB) offers rewarding employment opportunities for individuals who want to make a meaningful difference in their community. Our team works together to ensure that neighbors across York County have access to nutritious food.

YCFB distributes millions of pounds of food annually through a network of partner agencies and direct service programs. As demand continues to grow, we are expanding our operations—and we need dedicated team members to help us meet this need.

Job Summary:

The Warehouse Associate supports the daily operations of the Food Bank warehouse and transportation systems to ensure efficient, safe, and compliant receiving, storage, and distribution of food. This role is essential to maintaining accurate inventory, ensuring food safety standards, and supporting volunteers and partner agencies.

Essential Duties and Responsibilities:

Warehouse Operations:

- Support day-to-day warehouse operations including, but not limited to, shipping, receiving, inventory control, reporting, and food safety practices
- Receive, inspect, store, and distribute dry, refrigerated, and frozen products
- Maintain cleanliness of warehouse, equipment, vehicles, and facility grounds
- Inspect equipment and report maintenance needs
- Maintain required logs and documentation (receiving, temperature, safety, etc.)
- Dispose of waste and recycling properly
- Ensure compliance with food safety, OSHA, and organizational policies
- Operate warehouse equipment including forklifts, pallet jacks, and other machinery
- Load and unload trucks and assist with deliveries as needed

Inventory Management:

- Accurately count, track, and record inventory (dry, refrigerated, frozen)
- Pull and stage orders with a high level of accuracy
- Ensure proper product rotation (FIFO) and storage standards
- Support inventory audits and reconciliation processes

Program & Distribution Assistance:

- Assist in the setup and execution of Food Bank programs and distributions, including mobile pantries and partner agency orders
- Support special events and large-scale distributions as needed

Volunteer & Customer Support

- Provide directions and support to volunteers working in the warehouse
- Deliver excellent customer service to partner agencies, donors, and community members
- Maintain positive working relationships with internal staff and external partners

Transportation Support

- Operate Food Bank vehicles (vans, box trucks) as needed
- Assist with pickups and deliveries in coordination with warehouse leadership

General Support

- Recommend process improvements or equipment needs to Warehouse Manager
- Perform other duties as assigned to support organizational operations

Job Specifications:

Education:

- High School Diploma or G.E.D. required

Experience:

- Prior warehouse or logistics experience preferred
- Forklift and/or pallet jack experience preferred (training available)
- Experience working with volunteers or in customer service a plus
- Experience driving box trucks or willingness to be trained preferred

Knowledge, Skills, and Abilities:

- Strong organizational and time-management skills
- Ability to work independently and as part of a team
- Strong communication and interpersonal skills
- Basic math and data entry skills
- Willingness to learn inventory systems and Microsoft Office tools
- Ability to operate warehouse equipment safely
- Commitment to the mission of ending hunger in York County

Physical Requirements

- Ability to regularly lift up to 50 pounds and occasionally over 100 pounds with assistance
- Frequent standing, walking, bending, stooping, and lifting
- Ability to work in varying temperatures (warehouse, cooler, freezer, outdoors)
- Frequent use of warehouse equipment and climbing in/out of trucks

Other Requirements

- Valid driver's license with safe driving record
- Ability to obtain forklift certification (if not already certified)
- Flexibility to work occasional evenings or weekends as needed

Work Environment

- Combination of indoor warehouse and outdoor work
- Exposure to varying temperatures and weather conditions
- Fast-paced, team-oriented environment

Compensation and Benefits

This is a full-time position offering a competitive benefits package, including:

- Health insurance
- Paid time off
- 401(k) retirement plan

Approvals:

Supervisor Signature _____ Date _____

CEO Signature _____ Date _____

The Duties and Responsibilities, Skills and Abilities listed above are not intended to be an exhaustive list for this position. They are intended to be exemplary of the level and complexity of work generally performed by a person in this job. The duties and responsibilities may be changed due to evolution of the position or to reflect the special abilities or disabilities of the person in the position.

I have read the above job description, understand the duties and responsibilities, can perform the duties and responsibilities with or without accommodation, and I support the mission of the York County Food Bank.

Employee Signature _____ Date _____