Five Sandoval Indian Pueblos, Inc.
Position Classification and Description

POSITION TITLE: Warehouse Aide
CLASSIFICATION: Non-Exempt
DEPARTMENT: Food Distribution Program
SUPERVISOR: Warehouse Manager
GRADE: NE5

Position Summary:
Assists in receipt of USDA food shipments to assure that the truck is inspected and unloaded within the specified time frame. Responsible for re-stocking of USDA food in the store area and delivery truck.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Assist with inventory procedures of USDA foods received and date-tag all coming shipments.
- Assist in inspecting of USDA foods held in storage, restacking into pallets according to USDA guidelines using first-in-first-out (FIFO) method.
- Responsible for restocking of USDA foods in the store area and overall in warehouse. Assist in performing daily inventory before and after walk-ins in store and delivery in truck.
- Using participant's issuance receipt, prepares food packages for participants who come to pick up at tailgate distributions and at the store.
- Assist in loading/unloading of USDA foods into delivery trucks for tailgate distribution. Responsible in performing physical inventory after load up and upon return.
- Assist with inspecting, counting and unloading of USDA foods on shipment days.
- Responsible for the routing maintenance and operation of forklifts and pallet jacks.
- Participate in Nutrition Education workshops and other training pertaining to the Food Distribution Program on Indian Reservations.

- Insure that all damages are properly documented on all inventory sheets and damaged listings.
- Assist as back up driver to tailgate site for distribution.
- Performs other related duties as assigned.

Minimum Qualifications: High School diploma or equivalent with good communications skills and the ability to deal with the public on a daily basis. Excellent physical condition with ability to perform heavy lifting required. Ability to operate pallet jacks and forklifts proficiently required. Must posses a valid NM Driver's License and clean driving record. Must be able to successfully pass a pre-employment drug/alcohol screen and background investigation.

Supervision Exercised: None.

Supervision Received: Under the direct supervision of the Warehouse Manager.

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Program Administrator Date

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Human Resources Director Date

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Executive Director Date