



Job Description – Warehouse Assistant (Temporary)

Main Function: To appropriately move in-bound and out-bound product and move to appropriate staging and/or storage areas as directed, in accordance with CFBNJ safety procedures.

Reports To: Warehouse Supervisor

Position Responsibilities:

- Exhibits good customer service skills and positive attitude and work ethic. Tracks inventory walk-in donations.
- Picks agency orders accurately and timely by locating and transporting all agency orders to the staging or loading areas for pick up by agencies.
- Checks and verifies all agency orders against order pick sheet for accuracy and correctness; reports any order discrepancies to the supervisor.
- Assists in the off-loading of inbound product and supplies, and moves to the appropriate staging and storage areas.
- Maintains daily upkeep and cleaning of dock area (inside and outside).
- Communicates with Warehouse, Transportation, and Agency Relations on all agency orders.
- Reviews all associated paperwork for accuracy.
- Performs daily consolidation of product when required to assure storage space and overall area organization.
- Observes all safety procedures.
- Assists in all warehouse activities when required.
- Performs other duties as assigned within the scope of the position.

Skills and Experience:

- Must have good communication and interpersonal skills
- Must be self-directed, able to work independently, as well as part of a team
- Ability to handle multiple assignments simultaneously; ability to work under pressure; high energy level
- Able to work with all levels in an organization and with individuals with diverse cultures

Education:

High School graduate or equivalent.

Please send resume to: hrdept@cfbnj.org