

# Upper Cumberland Human Resource Agency

## Job Description

<b>Job Title:</b>	Commodities Distribution Warehouse Full Time - Temporary
<b>Department:</b>	Transportation
<b>Classification:</b>	Non-Exempt
<b>Reports to:</b>	Commodities Program

### **POSITION SUMMARY**

This position is responsible for the day to day preparation of commodities for distribution.

### **MAJOR DUTIES AND RESPONSIBILITIES**

- Load and unload food that is to be transported or delivered.
- Distribute USDA food products used in Commodity Program.
- Assists with inventory of food supply (end of month physical inventory reports) and keep distribution records and reports.
- Assist in acquiring and maintaining program supplies and equipment.
- Responsible for preparing commodities for distribution at distribution sites.
- Coordinate receiving process based on contract.
- Transport and distribute USDA food products used in the Commodity Program.
- Responsible for the preparation of food products for distribution.
- Observe all safety rules and regulations.
- Maintain a clean and orderly warehouse.
- Be responsible for upkeep / maintenance of Commodities equipment.
- Assist in recruiting additional volunteers to help with the Commodity Program.
- Work environment includes warehouse setting, truck driving and on-site locations both inside and outside.
- Other duties as assigned by the Assistant Director or Director of Transportation.

### **SKILLS/QUALIFICATIONS**

- Able to lift, push, pull and move 75 pounds on a regular basis.
- Ability to establish and maintain an effective working relationship with other staff members.
- Must be courteous, dependable and able to relate to individuals of all cultural backgrounds, ages, and individuals with disabilities.
- Work environment includes warehouse setting and on-site locations both inside and outside.
- Ability to work under inclement weather conditions.
- High school diploma or equivalent.
- Possess a valid state of Tennessee operator's license in order to operate a truck with heavy weight as required by law.
- The position requires a negative pre-employment drug test, motor vehicle and criminal background negative check.
- Able to obtain an Agency lift truck certification.

### **ESSENTIAL FUNCTIONS**

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- Good verbal and written communication skills.
- Detail oriented.
- May be required to sit or stand for prolonged periods of time.
- Ability to multitask.
- Valid TN driver's license and ability to operate a motor vehicle.
- Ability to lift, push, pull and move 75 pounds on a regular basis.

### Americans with Disability Specifications

#### Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 75 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

#### Work Environment:

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time.

The noise level in the work environment is usually moderate.

#### General Sign Off:

The employee is expected to adhere to all agency policies and to act as a role model in the adherence to agency policies.

I have read and understand this explanation and job description.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_