



Job Title: Warehouse and Facilities Technician

Position Description: The Warehouse/Facilities Technician is a non-exempt full-time 40 hours per week position. The primary tasks of the Warehouse/Facilities Technician include operating a cargo van to collect, distribute and load/unload food across Montgomery County; unloading and tracking donations received in the warehouse, stocking shelves, inventory management, and keeping the warehouse, and pantry organized and clean at all times; and light maintenance and cleaning of the buildings and grounds of PCRC properties.

Qualifications: Must have a high school diploma or equivalent; proficient verbal and written communication skills; a valid PA driver's license with no major driving violations for the last five years and be able to drive an oversized vehicle. Must be able to work independently and to carry out assignments to completion within parameters of instructions given prescribed routines, and standard accepted practice. Proven ability to work cooperatively with staff, volunteers, and clients of all ages, ethnic backgrounds, and socioeconomic levels. Must be willing to adjust hours to accommodate the needs of the job. Child Abuse, Criminal Background Checks, FBI Fingerprints, and ServSafe Certification, are required. ServSafe can be completed within the first days of employment if not certified at hire; however, must pass certification within 90 days.

Physical Requirements: Must be able to lift and load up to 60LBS, stand for long periods, and stoop. Additionally, must be able to tolerate various temperatures/climates of working conditions and be able to withstand work in a refrigerator/freezer for periods of time stocking shelves. Free of any mental or physical injury, disease, or condition that may impair the ability to safely operate a vehicle or carry out the lifting demands of the job. This position will be subject to the PCRC Drug-Free and Alcohol-Free Policy, including random drug testing.

Specific Duties Include:

- Unload, weigh and document the weight of donations received in a warehouse for the pantry.
- Keep pantry store/refrigerator/freezer stocked during client shopping hours.
- Prepare and track donations for redistribution to RDO agencies.
- Assures bar code labels with item descriptions and shelves are organized.
- Operate a cargo van for pick-up and food deliveries to residential buildings and other organizations in compliance with established schedules.
- Sanitize refrigerator/freezer floors, clear vents, and clean windows on glass.
- Keeps garbage and cardboard dumpsters filled and locked after hours
- Clears snow and ice on walkways in winter during the work day.
- Mows yard and maintains landscaping.
- Completes basic repairs and other building problems appropriately and/or notifies the Director of Operations of other major repair services.
- Replaces lightbulbs, and keeps outside buildings free of litter.

- Maintain confidentiality of all information related to clients.
- Interact with staff, volunteers, and clients in a courteous, respectful manner.
- Assist in any other area of the client programs in the absence of other staff or volunteers instructed by the Food Services Administrator.
- Communicate concerns or issues in a timely fashion to the Food Services Administrator.
- Participates in the PCRC board property committee meetings regularly to represent the overall needs of the property buildings.

This position reports directly to the Food Services Administrator.

I have read this job description and accept the duties and qualifications of the position as indicated by my signature below.

Warehouse and Facilities Technician

Date

Food Services Administrator

Date