

Position Title:	Distribution Specialist
Classification:	Non-Exempt
Reports To:	Warehouse Manager
Location:	Wyoming
Compensation:	\$20.60/Hourly
Benefits:	Medical, dental, and vision, a 401(k) retirement plan with a 4.5% company match plus potential additional matching based on tenure, PTO, paid sick leave, paid holidays, and paid utility days

As the largest charitable food distributor in Wyoming, Food Bank of Wyoming is passionate about ensuring every community member has the resources they need to thrive. Supporting our Wyoming communities begins with passionate, mission-driven individuals.

Distribution Specialist is responsible for storing, staging, and packing food products. This role works closely with our distribution team and volunteers to pull and distribute product orders for our partner agencies. May train and direct volunteer workers to accomplish work.

The Food Bank's team is dedicated to creating an efficient food distribution network to reduce and help end hunger across the state. Staff are committed to embodying the Food Bank's organizational values and mission in all activities.

If you are looking for a mission-focused organization where innovation and teamwork are encouraged and new ideas are valued, then this is an ideal position for you.

The mission of Food Bank of Wyoming is to ignite the power of community to nourish people facing hunger. We provide food and necessities to people in need through signature programs and by teaming up with hundreds of Hunger Relief Partners to serve communities across Wyoming. We believe that for a community to thrive, every person must have the resources they need to flourish, and we strive to provide proper nourishment for every neighbor.

Primary Responsibilities:

- Store, stage, and pack food products
- Responsible for keeping pick locations full including restacking and rearranging product for maximum efficiency
- Ensure timely pulling of large delivery orders in order of importance
- Check all orders to verify accuracy
- Restock product as needed following specific food storage guidelines
- Monitor picking area, making sure that only designated people are present, i.e. Food Bank of Wyoming staff and volunteers
- Verify pick bins and work with Inventory Specialists to ensure accuracy
- Assist in maintaining accurate inventory counts; may research inventory to verify zeros
- Assist pulling product from warehouse to pick slots
- Replenish distribution bins
- Load and unload trucks
- Ensure maximum and accurate inventory is available
- Maintain the warehouse in a neat, clean and orderly manner
- Meet with volunteers and train for distribution and pulling procedures; reinforce safe work behavior of volunteers

- Secure distribution area at end of each shift and at end of work day
- Maintain warehouse according to Feeding America and American Institute of Baking (AIB) standards
- Follow all safety guidelines and regulations

Required Knowledge, Skills, and Abilities:

- Commitment to fulfilling the Food Bank of Wyoming mission and positively representing the brand both internally and externally
- Able to interact with others in a diplomatic, courteous and positive manner; maintaining a professional demeanor and respond with urgency when necessary
- Must have strong problem solving, time management, organizational, multi-tasking and critical thinking skills
- Ability to coordinate and prioritize multiple tasks and projects efficiently while meeting deadlines and objectives
- Exercise cultural competency, including race, ethnicity, socio-economic status, sexual orientation, and disability among other areas
- Self-directed, proactive and independent problem solver
- Show strong teambuilding and interpersonal skills

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Standing and walking throughout the shift; sitting intermittently
- Uses heavy equipment on a daily basis including forklift, stand up/sit down lift truck, step up pallet jack and automatic pallet jack
- Ability to push and pull up to 2,000 lb. pallets with a manual pallet jack
- Regularly lift more than 50 pounds
- Warehouse environment, temperatures may vary (hot/cold); primarily cold

Required Qualifications:

- High School diploma or equivalent required
- Prior experience working in a warehouse/manufacturing environment preferred
- Forklift certification preferred
- Experience with Microsoft Office suite including Word, Excel, and Outlook and warehouse management systems a plus

Expected Hours of Work:

This role is considered full-time, non-exempt working approximately 40 hours per week and eligible for overtime for any work past 40 hours in a standard workweek. Work schedule is from Monday to Friday, 7:30 am – 4:00 pm, with occasional Saturdays.

Compensation:

\$20.60/Hourly

Benefits:

At Food Bank of Wyoming, we provide a fulfilling workplace along with a comprehensive benefits package that includes:

- **Generous Paid Time Off:** Flexible paid time off, including 10 paid holidays, sick leave, parental leave, and opportunities for paid volunteer time.
- **Robust Retirement Plan:** A 401(k) retirement plan with a 4.5% employer match, plus additional matching based on tenure for a total potential match of up to 8.5%, to support your long-term financial security.
- **Comprehensive Health Coverage:** Competitive health, dental, vision, and life insurance plans to support your meet your and your family's needs.
- **Bilingual Incentive:** A monthly incentive for certified bilingual staff, recognizing and rewarding your valuable language skills.

To Apply:

Apply online through wyomingfoodbank.org/join-our-team/. Applications will be accepted until **November 12**.

Thinking about applying?

True passion and excitement for making an impact are just as important as work experience.

We encourage you to apply even if you feel you don't check every box in this posting.

Food Bank of Wyoming is an Equal Opportunity Employer (EOE), M/F/D/V/SO. We are committed to providing reasonable accommodations to applicants with disabilities in order to participate in the application or interview process. If you require any accommodation, please contact us at hr@foodbankrockies.org or 303-371-9250.