Position Title: Distribution Specialist (Temp)
Classification: Non-Exempt
Reports To: Operations Manager – Inventory & Distribution
Location: Wyoming
Compensation: $20.75 - $23.00 per hour

Your Role in Our Mission

The 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.

What You'll Do

- Store, stage, and pack food products
- Responsible for keeping pick locations full including restacking and rearranging product for maximum efficiency
- Verify the quality of the product upon receipt and prior distribution from the warehouse
- Ensure timely pulling of delivery orders in order of importance
- Check all orders to verify the accuracy
- Restock product as needed following specific food storage guidelines
- Monitor the picking area, making sure that only designated people are present, i.e. Food Bank of Wyoming staff and approved volunteers
- Verify pick bins and work with Operations Manager – Inventory & DIstribution to ensure accuracy
- Assist in maintaining accurate inventory counts; may research inventory to verify order discrepancies
- Assist in pulling product from the warehouse to pick slots
- Replenish distribution bins
- Ensure maximum and accurate inventory
- Help 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 and clean the distribution area at the end of the workday
- Maintain warehouse according to Feeding America and AIB standards
- Follow all safety guidelines and regulations

How the Work Gets Done

The Distribution Specialist (Temp) demonstrates the following core competencies in daily practice:

- **Instills Trust:** instills trust by communicating openly, following through on commitments, and fostering a respectful and dependable environment for volunteers and staff.
- **Collaborates:** demonstrates collaboration by coordinating effectively with volunteers and staff to support order accuracy through teamwork and shared accountability.

- **Customer-Centric Focus:** demonstrates customer-centric focus by providing accurately pulled orders to best support partners needs.
- **Ensures Accountability:** Holds self and others accountable to commitments, actions, and outcomes. Reinforces consistent, fair, and timely follow-through.

What We're Looking For

- Commitment to fulfilling 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 responding 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
- Self-directed, initiative-taking, and independent problem solver
- Show strong team building and interpersonal skills
- 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

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.

- 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 work in warehouse environment
- Occasionally lift or move up to 50 pounds

Temporary Assignment Details:

This is a full-time, temporary assignment serving a 5-month term, with an anticipated end date of April 2027.

Expected Hours of Work:

This is a non-exempt, full-time position working approximately 40 hours per week with a work schedule of Monday – Friday 7:30AM to 4:00PM, occasional evenings and Saturdays may be required based on operational needs.

Work schedules may vary each week and consist of weekdays, evenings, and Saturdays.

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:

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.

Apply online through wyomingfoodbank.org/join-our-team/. Applications will be accepted until **November 23.**

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