



Immediate Job Opening

Job Title: Warehouse Clerk- Full time

General Description: The Warehouse Clerk supports the daily operations of the Food Bank warehouse by order picking and assisting with inventory, receiving, stocking, and maintaining a clean and safe work environment. This position plays an essential role in ensuring food is handled safely and efficiently, supporting the timely distribution of products to our partner agencies and programs.

Job Duties:

- Safely and efficiently operate a forklift to move materials and products within the warehouse.
- Lift heavy objects weighing up to 80 pounds and perform physical tasks as required.
- Accurately pick and pack a pallet according to customer's orders.
- Utilize RF scanners to track inventory movement and ensure accurate stock levels.
- Maintains the warehouse in a neat and orderly state, adhering to safety protocols and procedures.
- Must rotate product by following the first in/first out inventory control method.
- Assist with receiving and distributing inventory.
- Provides guidance to warehouse volunteers when needed.
- Conducts periodic physical inventories as directed.
- May be utilized during idle time to assist drivers by unloading and assessing the condition of donations they pick up, placing acceptable products in proper storage and immediately discarding all unacceptable products.
- Performs additional duties as assigned.

Qualifications:

- High school diploma or equivalent
- Minimum of 1 year current warehouse experience
- Valid forklift operator certification.
- Minimum of 1 year current pallet jack experience
- Ability to lift up to 80 lbs.
- Ability to read, write and understand English
- Strong attention to detail and accuracy
- Understand basic math calculations
- Ability to work in extreme temperatures
- Ability to work a flexible schedule to include Saturdays

Rate of Pay: \$14.50/hour

Job Closing Date: until filled

Please complete an application and submit to Martha Cabrera, HR Manager, at 5442 Bear Lane Street, Corpus Christi, TX 78405.