

Advertised Job Title: Warehouse Associate - Box Truck Driver**Job Title: Warehouse Associate/Forklift Operator/Driver – full-time – \$19-\$20/hr.**

About us: CROS has been feeding the hungry in our community for 46 years. We operate food pantries throughout Palm Beach County and in Indiantown. Our warehouse and driver positions are structured to keep our pantries operating. Food is picked up and brought to our warehouse, or delivered. Deliveries are processed into orders and delivered to the pantries. We use volunteers in our daily pantry operations to distribute food to our clients. We are looking for employees that not only meet the requirements of the job, but also have a heart for fulfilling our mission.

Job Description: CROS is looking for an experienced, motivated, and reliable warehouse worker with box truck driving experience. In this position, you will play a central role in food pantry operations by picking up and delivering food, using food safe handling guidelines; building pallets; loading and unloading trucks; and assisting with other warehouse and pantry program operations.

Job Overview: This position is responsible for warehouse operations, warehouse safety, and driving, as directed by Warehouse Manager. This is a full-time position, approx. 40 hours per week, 6:30 AM to 3:30 PM. Monday through Friday, occasional Saturday hours. Wage range \$19-\$20 per hour. Benefits included.

Essential Functions

- Build orders and deliver to pantry locations
- Assist with warehouse set up for volunteer groups
- Receive, log, warehouse deliveries to food pantries
- Drive commercial vehicles for pick-up and delivery
- Driver assists at mobile pantry delivery site on a rotating basis
- Operate forklift/pallet jack to load/unload vehicles and move inventory
- Maintain safe, clean warehouse spaces and equipment
- Assist with warehouse recordkeeping (temperature logs, etc.)
- Assist with inventory
- The responsibilities listed on this posting are not intended to be all-inclusive and additional responsibilities may be assigned as needed.

Education and Experience

- High School Education or GED plus five years directly related experience
- Recent warehouse and pallet jack experience a must (past 3 years)
- Recent experience driving a box truck a plus
- Recent experience with operating a forklift a plus
- Recent grocery warehouse a plus
- Must be 21 years of age or older

Knowledge/Skills/Abilities

- Must have a valid FL driver license, clean driving record, and at least one year of U.S. driving experience
- Must have reliable transportation
- Must be able to pass background check and drug screening
- Must be able to drive a box truck, load and unload pallets using a lift gate and pallet jack
- Must be able to operate a forklift and be certified
- Basic math skills
- Teamwork and interpersonal communication skills
- Ability to understand and follow instructions to complete assigned tasks

- Ability to organize and prioritize work
- Ability to problem solve, implement solutions, work independently
- Basic inventory skills a plus
- Knowledge of applicable work environment safety rules a plus
- Knowledge of basic office procedures a plus

Orientation Factors

- Must be able to lift and move 60 lbs. repetitively
- Must be able to climb, crawl, and stoop to reach material; bend at the waist; kneel or crouch for extended periods of time; reach overhead, above the shoulders and horizontally
- Must be able to climb stairs
- Must be able to withstand exposure to physical discomforts associated with changes in temperature and weather such as rain, heat or discomforts associated with noise, dust, dirt, and the like.
- Must be able to work in a fast-paced environment with diverse groups
- Occasional after-hours work is required throughout the year.
- 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.

Employee Benefits Summary

- Employer provided health insurance (employer pays 80%)
- Employer provided life insurance
- 403(b) pension plan available
- Section 125 (medical expense/childcare expense) plan available
- 10 vacation days/10 sick days per year

Organization Objective: CROS Ministries serves the hungry in Palm Beach and Martin Counties through community collaborations. CROS is supported by churches, synagogues, community groups and private individuals throughout Palm Beach County and the Treasure Coast, all of whom share in this common goal.

Expectation for All Employees: All employees will support the organization's mission, vision, and values by exhibiting the following behaviors: professionalism, excellence and competence, collaboration, innovation, respect individuality of others, commitment to our community, accountability, and ownership of actions and decisions. All employees will demonstrate support of the organization through commitment to policy, safety and security, and compliance. All employees are expected to participate in organization events and support organization program operations.

Mail or e-mail a letter/e-mail of intent, resume, and a **completed** CROS employment application. CROS' employment application form can be found on our web site at www.crosministries.org or call our office at 561-233-9009 x103.

CROS Ministries
 ATTN: Meredith Caldwell
 3677 23rd Ave. S., #B-101
 Lake Worth, FL 33461

OR

E-mail your submission to mcaldwell@crosmministries.org

Submissions should have all components, as listed above, to be considered complete. This position will remain posted until filled.

It is the policy of CROS Ministries to provide equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, national origin, disability, gender, veteran status, marital status, sexual orientation, age or other unlawful discriminatory characteristics as defined in federal, state, or local laws. All candidates are considered on the basis of individual character, qualifications, and abilities in relation to the requirements of the advertised position.