

Position: Distribution Clerk
Department: Food Distribution Program
Supervisor: Distribution Manager (Shawnee)
Supervises: No One
FLSA Status: Non-exempt

Position Summary:

This position assists in receiving and storing commodities; assists with daily physical, end-of-month, and perpetual inventories. Distributes commodities to recipients using AIS check out in store, and from back of truck at tailgate sites. Operates forklifts and electric pallet jacks in receiving, storing and unloading USDA commodity foods. Reports to and is supervised by the Distribution Manager. In absence of the Distribution Manager will report to Inventory Manager.

Duties and Responsibilities:

- Aids in the unloading of USDA commodity food shipments, assures accurate counts upon receipt, placement of perpetual sheets on received pallets, storing received food on first in, first out basis.
- Opens and moves USDA commodity food from warehouse as directed to stock/restock store(s), pulls commodity food needed for tailgate truck and helps load food onto truck.
- Aids in the daily physical inventory of store(s), tailgate truck inventory, and monthly physical inventory of warehouse(s), tailgate truck, and store(s).
- Aids in maintaining accurate records of commodity food moved from warehouse to store(s) and tailgate truck using perpetual and inventory sheet, damaged goods form, and food transfers.
- Aids in checking out participants in the store(s) using the Automated Inventory System (AIS) on store computer at check out counter. Aids in distributing food to participants from the back of the truck at tailgate sites.
- Aids in shopping, boxing food, labeling with participants name, loading and un-loading of food for home deliveries of elders, disabled, and hardship households.
- Responsible for the accuracy of distribution levels to participants by checking I.D. distribution cards, or eligibility letter for correct household size.
- Operates material handling equipment including fork lifts and electric pallet jacks in loading, unloading and stocking in preparation for distribution and transporting USDA commodity foods.
- Ensures safe operation of equipment and handling of USDA Foods during receipt, storage, and distribution practices.
- Assists in the maintenance of warehouse, vehicles, and equipment as assigned by Distribution Manager.
- Performs other related work and duties as assigned.

Knowledge, Skills, and Abilities:

- Experience in operating/maintaining fork-lifts and electric pallet jacks.
- Knowledge and skill in basic arithmetic and records for inventory
- Inventory skills
- Skills in relating with the general public
- Excellent physical condition

Education and Experience:

- High school diploma or GED preferred
- 2 years experience preferred in USDA Food Distribution Program or in comparable food warehouse/supermarket

Employee's Signature

Date

Supervisor's Signature

Date