

# St. Mary's Food Bank Alliance

## POSITION OPENING

**TITLE: Dock Worker 31st Avenue**  
**DEPARTMENT: Warehouse**  
**REPORTS TO: Warehouse Manager**

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### **JOB SUMMARY**

Responsible for assisting with the loading and unloading of trailers, palletizing product for movement into the Receiving stations, dock maintenance to include compacting cardboard, dumping trash, sweeping, organizing dock in an orderly fashion, cleaning dock wells, maintaining the yard, assisting with warehouse clean-up as necessary and other duties assigned by the Dock Lead or Warehouse Manager.

### **PRIMARY JOB DUTIES**

1. Unload Route trucks as they arrive each day.
2. Palletize product for expeditious movement from dock to Receiving stations.
3. Assist with unloading of product from trailers as necessary.
4. Stack and organize pallets, crates and trays daily.
5. Clear all trash/debris from dock area and dock wells.
6. Operate Compacting machine and ensure cardboard bails are ready for re-cycle.
7. Ensure Auger is working properly and monitor capacity.
8. Sweep and hose down dock area nightly.
9. Be pro-active with safety awareness and report problems to Dock Lead or Warehouse Manager.
10. Assist with general end-of-day warehouse clean-up as necessary

### **QUALIFICATIONS**

Knowledge of dock procedures and at least (6) months experience. Demonstrate the ability to perform work of considerable difficulty in a fast-paced environment; sound communicative skills essential; able to work independently with little supervision and as a team member; Bi-lingual is a plus. A High School diploma or completed GED is required.

### **Knowledge, Skills & Abilities**

Able to use electric or manual pallet jack; able to pull product of considerable weight from trucks using a pull bar; ability to stand, pull, lift and push for long periods of time; able to effectively communicate with drivers, leads and team members. Must have a good knowledge of safety procedures and maintain an awareness at all times while on the dock.

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*Candidates interested in applying for this position should submit a job posting application (available in HR) and/or resume detailing their experience to Patrick Snyder.*

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