



**CHESTERFIELD
FOOD BANK
OUTREACH CENTER**

Employee Work Profile Warehouse Floor Lead

Supervisor:

Warehouse Manager

Description:

The Warehouse Floor Lead instructs volunteers to carry out the receiving, separating, and distribution of products as well as organizing and cleaning of the Warehouse.

Responsibilities:

- Sign in and out and log time in and out, on the CFBOC Staff Sign In/Out Form located in the office.
- Instruct volunteers for the day's projects.
- Separate and arrange product to be bagged.
(No new products on floor after 1:30 pm unless instructed to do so)
- Receive public donations and issue a receipt for the donation.
- Empty Outside Donation Box.
- Separate products.
- Distribute products to Pantry.
- Bag produce for distributions.
- Break down boxes.
- Ensure the prompt removal of all trash to the dumpster, recycling, and waste so that the work/volunteer environment is clean and safe.
- Ensure that no product is set out longer than is usable.
- Sweep and mop debris off floor.
There should be no spills or product left on the floor
- Remove totes from floor
- Organize, remove, and neatly stack yellow totes and empty pallets
- Ensure the warehouse is organized and cleaned:
 - Stage any product that remain on the floor
 - Sweep floors
 - Clean scale area
 - Safely store pallet jacks