

# Ozarks Food Harvest

## Job Description

**Job Title:** Warehouse JD

**Classification:** Non-Exempt

**Department:** Operations

**Reports to:** Director of Operations

At Ozarks Food Harvest, we're passionate about making a difference in the lives of others — especially those who are food insecure. We believe everyone deserves enough to eat so that they can lead a full and healthy life. Each member of our team is proud of his or her work because we know collectively we are making a real impact. Our mission has helped us build strong careers and a culture dedicated to working smart and hard.

We encourage you to view a behind-the-scenes video showcasing our work at [ozarksfoodharvest.org](http://ozarksfoodharvest.org).

### **Job Summary**

- This is a first shift, temp-to-hire opportunity.
- Pay will start at \$16/hour, but has potential to increase upon hire for the right candidate. Ozarks Food Harvest offers great benefits and work environment!
- Ideal candidate would have experience accurately picking and pulling orders, driving a forklift, using pallet jack, and counting inventory.
- This is a very fast-paced and physical position requiring accuracy and ability to use math on-the-go.
- Physical Requirements: Must be able to stand/walk throughout the day; ability to maneuver and operate machinery such as a forklift; bend, reach, stoop, and twist with product in hand; lift up to 50 pounds consistently throughout shift.

### **Apply**

To apply, you must take a math test and be willing to submit to a drug screen and background check. Please fill out the application below and submit to Steve Roberts at [sroberts@ozarksfoodharvest.org](mailto:sroberts@ozarksfoodharvest.org) with "Ozarks Food Harvest Warehouse" in the subject line.

*This job description does not list all the duties of the job and is not a contract for employment. You may be asked to perform other duties. You will be evaluated in part based upon your performance of the tasks listed in the job description. Ozarks Food Harvest has the right to revise this job description at any time. Section 3 applicants are encouraged to apply.*



## EMPLOYMENT APPLICATION

Applications are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, or in the presence of a non-related medical condition or handicap.

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Phone # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Social Security # \_\_\_\_\_

Are you a citizen of the United States of America?  Yes  No

Have you applied here before?  Yes  No When? \_\_\_\_\_ Position applied for? \_\_\_\_\_

Start When \_\_\_\_\_  Full time  Part time  Temporary  Other \_\_\_\_\_

EMPLOYMENT EXPERIENCE; Start with your present job or last job. Include military assignments and other volunteer activities. Exclude organizational names which indicate race, color, religion, sex, or national origin

Employer 1 \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Supervisors' Name \_\_\_\_\_

Job Title \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Salary or Hourly rate \_\_\_\_\_

Employer 2 \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Supervisors' Name \_\_\_\_\_

Job Title \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Ozarks Food Harvest is an equal opportunity employer. It is our policy that there shall be no discrimination or preferred treatment of any person because of color, sex, race, religion, age or disability.

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Salary or Hourly rate \_\_\_\_\_

Employer 3 \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Supervisors' Name \_\_\_\_\_

Job Title \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Salary or Hourly rate \_\_\_\_\_

REFERENCES: Give names of three persons not related to you whom you have known at least one year.

NAME	ADDRESS	BUSINESS	YEARS KNOWN

**EDUCATION**

Schools/Colleges Attended: # Years Year Grad. Degree

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe any special qualifications for this job:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Drivers License # \_\_\_\_\_ State \_\_\_\_\_ Expiration \_\_\_\_\_

**Are you a veteran of the U.S. Military service? [ ] Yes [ ] No**

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**HAVE YOU EVER BEEN CONVICTED OF A FELONY?**

Yes  No

**HAVE YOU BEEN CONVICTED OF A MISDEMEANOR COMMITTED WITH THE PAST FIVE YEARS?**

Yes  No

If you answer "YES" to either question please provide details. This information will not necessarily bar you from employment. \_\_\_\_\_

**MAY WE INQUIRE OF YOUR PRESENT EMPLOYER REGARDING YOUR CHARACTER, QUALIFICATIONS, AND WORK RECORD?  Yes  No**

(If you answer "NO" it will not affect our review of your qualifications. If you answer "NO" and we need to contact your present employer before we can offer you a job, we will contact you first.)

**I UNDERSTAND THAT I WILL BE SUBJECTED TO A PRE-EMPLOYMENT DRUG SCREEN, A BACKGROUND CHECK & WILL NEED TO PROVIDE A CURRENT MVR.  Yes  No**

**IF APPLYING FOR A DRIVING POSITION, I UNDERSTAND THAT I WILL BE SUBJECTED TO RANDOM DRUG SCREENINGS.  Yes  No**

I CERTIFY that answers given herein are true and complete to the best of my knowledge. I authorize investigations of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that this application is not intended to be a contract of employment. In the event of employment, I understand that false or misleading information given on my application or interview may result in termination.

I CONSENT to the release of information about my ability and fitness for employment by employers, schools, law enforcement agencies, credit record agencies, references and other individuals and agencies to Ozarks Food Harvest, Springfield, MO.

Signature \_\_\_\_\_ Date \_\_\_\_\_

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