

Feeding America West Michigan Food Bank
JOB DESCRIPTION
JOB TITLE: GENERAL WAREHOUSE STAFF

REPORTS TO: Inventory Manager

GENERAL DESCRIPTION:

Select items and fulfill orders from a printed pick list. Assist with stocking and maintaining our shopping area in support of addressing hunger in West Michigan as directed by Manager.

ESSENTIAL JOB FUNCTIONS:

- Responsible for picking daily orders, depot orders and TEFAP orders.
- Bring orders up front as needed. Assist agency representatives in unloading/loading orders
- Monitor and record freezer/cooler temperatures, cleaning schedule and log them accordingly
- Rotate and slot stock. Assist in cycle counting.
- Help organize shopping cooler. Condense and rotate product as needed.
- Rotate "Dry" shopping product periodically to maintain constant flow to shopping area.
- Maintain Trash, Cardboard, Boxes and Pallets to ensure safe and clean warehouse in accordance with all AIB standards. This includes workstation, bailer area and front of shopping outside.

This list is not all-inclusive and other duties may be assigned

Professional Requirements:

- Ability to lift more than 40 pounds on a regular basis
- Ability to operate hi lo and other warehouse equipment
- Attention to detail
- Knowledge of warehouse operations and good math skills with ability to count items on skid using addition, subtraction, multiplication, and division.
- Committed to the mission of the organization.

Equal Employment Opportunity

It is the policy of Feeding America West Michigan Food Bank to provide equal employment opportunities to all people without regard to race, color, religion, national origin, age, sex or disability and to promote the full realization of that policy. FAWMFB will assure equal employment opportunities in all personnel actions and procedures including, but not limited to recruitment, hiring, training, transfer, promotion, compensation and benefits.