

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

REPORTS TO: Operations Department

GENERAL DESCRIPTION:

Perform an array of functions that may include receiving and processing incoming stock and materials, sorting and quality checking stock, picking and filling orders from stock, packing and shipping orders, or managing, organizing and retrieving stock in the warehouse. Working well within a team, and with volunteers is an important aspect of all General Warehouse Jobs at Feeding America West Michigan.

Pay Range: Pay range varies between departments but starts at a minimum of \$11.50/hr with a \$.50/hr increase after a successful 90 day probationary period.

ESSENTIAL JOB FUNCTIONS:

- Prepare orders by processing requests and supply orders; pulling orders; pulling materials; placing orders in designated areas according to schedule
- Sort and place materials or items on racks, shelves, or in bins according to organizational standards
- Assist agency representatives in loading/unloading orders
- Monitor and record department temperatures and cleaning schedules in accordance to company standards
- Maintain inventory controls by collecting stock location orders, printing requests, recording amounts of materials or items received or distributed via computer. May also assist in counting of physical inventory
- Condense and rotate product through FIFO/FEFO standards as needed.
- Work well with other departments and volunteers/guests to complete our mission
- Maintains safe and clean work environments by keeping racking, order areas, and work stations neat; sweep, dust, and mop. Organize warehouse and work area for orderliness at all times
- Positive representation of our Organization at all times

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

Professional Requirements:

- High School diploma or equivalent preferred
- 1-2 years previous warehouse experience preferred
- Good communication, organizational, time management, mathematical skills
- Dependable and Reliable
- Inventory, equipment, data entry, public speaking, and computer skills may be required
- Ability to operate hi lo and other warehouse equipment
- Committed to the mission of the organization.

Physical Demands & Abilities:

- Regularly required to use hands to finger, handle or feel, reach with hands and arms and talk or hear
- Regularly lift and/or move objects 10-50 lbs, and occasionally lift and/or move objects heavier
- Frequently required to sit, stand, walk, stoop, kneel, crouch
- Occasionally required to climb or balance
- Specific vision abilities required for the job include: close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust and focus

Mission Statement

We gather and distribute food to relieve hunger and increase food security throughout West Michigan and the Upper Peninsula.

Core Values

We will treat everyone (staff, agencies, volunteers, vendors, community partners) with respect and dignity.

We will be good stewards of all our resources. We will be accountable for the use of these resources to fight hunger.

We will always act with integrity by being honest and open, and always delivering on our commitments.

We will build strong relationships within our community. Striving for collaboration and trust to engage our community in the fight against hunger.

We will strive to build on the diverse strengths of our staff and Board that represent the diversity of our community.

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.