

Feeding America West Michigan Food Bank
JOB DESCRIPTION
JOB TITLE: Order Fulfillment Clerk-Freezer

REPORTS TO: Warehouse Manager

GENERAL DESCRIPTION:

Select items and fulfill orders from a printed pick list for freezer/cooler products. Unload and organize products received for the freezer

ESSENTIAL JOB FUNCTIONS:

Monitor and record freezer and cooler temperatures on specified log sheets

Pull orders for agency pick up and branches from pick list

Keep the freezer and cooler clean, organized and free of safety hazards

Assist with cleaning and stocking the warehouse

Assist agency representatives in loading orders

Respond to agencies and assist in problem solving regarding their shopping concerns

Report to Manager any equipment that requires repair or unsafe conditions.

Others duties and projects as assigned

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

Professional Requirements:

- Ability to lift more than 20 pounds on a regular basis
- Ability to operate hi lo and other warehouse equipment Knowledge of warehouse operations
- Good interpersonal skills
- Strong focus on customer service
- Committed to the mission of the organization

Mission

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

Values

Respect: Honor the value and dignity of everyone we interact with.

Transparency: Provide honest and complete financial and operational information.

Excellence: Strive to exceed expectations in the pursuit of our mission.

Inclusion: Actively represent the diverse voices of our community within our staff and board.

Innovation: Empowered to challenge the status quo and take new approaches.

Stewardship: Be accountable for the responsible use of resources entrusted to us.

Integrity: Keep our promises and take responsibility for our actions.

Collaboration: Cultivate partnerships with organizations in our community who share our commitment to relieve hunger and increase food security.

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, disability, protected genetic information, sexual orientation or any other legally protected category and to promote the full realization of that policy. FAWM will assure equal employment opportunities in all personnel actions and procedures including, but not limited to recruitment, hiring, training, transfer, promotion, compensation and benefits.

