



Founded in 1981, **Greater Lansing Food Bank (GLFB)** is a highly visible non-profit organization that provides emergency food to individuals and families in need in Ingham, Eaton, Clinton, Shiawassee, Clare, Isabella and Gratiot counties. Food is distributed through an extensive network of food pantries, shelters and community kitchens located throughout the region. GLFB annually serves tens of thousands of people, many of them seniors and children. Our recipients also include the “working poor,” those individuals who are employed but don’t earn enough to meet housing, health, transportation and food needs.

GLFB is seeking a Warehouse Clerk to join our team. This is a full-time, hourly position. Full benefits package including paid vacation and sick days, holiday pay, health, dental and vision insurance (employee coverage 100% by GLFB), and 401k plan are available to a qualified candidate. The ideal candidate must be trustworthy and a person of integrity, possess high ethical standards and willingness to be part of a team. This associate must possess good judgment and problem-solving skills, with the ability to identify, analyze, and resolve problems in a timely manner as well as an aptitude to learn new duties; adjusts to new situations within a reasonable amount of time.

To apply: Please send cover letter, resume and salary requirements to Rebecca Kline, Office Manager and HR Administrator at rebecca@glfoodbank.org. For additional information, please visit www.glfoodbank.org. Applications will be accepted until the position is filled. EOE.

Position Description

Title: Warehouse Clerk
Date: April 2019
Exempt Status: Non-Exempt
Reports to: Warehouse Supervisor

ESSENTIAL FUNCTIONS

- Maintaining vendor files – both physical and electronic
- Support accurate inventory tracking, recording, counting, and other tasks as needed.
- Receipting of goods to the food bank
- Filing of invoices, receipts and other documents
- Assist with back desk functions for shipping and receiving
- Receive, count, and sort incoming product/stock. Verify materials received against receiving documents, report discrepancies and obvious damage.
- Maintain familiarity with all processes and procedures for all areas of the warehouse including freezer, cooler and racking areas
- Responsible for submitting request of supplies needed for repacking of product, other needs for food storage or shipping and keeping up to date on supplies for the warehouse.
- Mailers to our agencies or donors
- Running monthly reports, statements and thank you letters
- Provide clerical assistance for other staff members in the warehouse
- Maintain SDS documents and books
- Assist with all other warehouse duties as needed or assigned by the Warehouse Supervisor

QUALIFICATIONS

Required

- High school diploma or GED
- A minimum of six-month experience in a warehouse, clerking position or office support.
- A skilled user of Microsoft Office Suite (Outlook, Word, Publisher, PowerPoint, Excel)
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Strong math (add, subtract, multiply, divide whole numbers), sorting, and reading skills.
- Strong problem-solving skills and ability to manage multiple projects with attention to detail, handle interruptions, maintain focus on tasks and produce accurate work.

WORK ENVIRONMENT

Employment is in a warehouse facility with cement floors, coolers, freezers and temperatures that fluctuate depending on the season. This role also uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

OTHER DUTIES

The list of essential functions is not exhaustive. Additional tasks may be required as necessary and duties, responsibilities and activities may change at any time with or without notice.