



Founded in 1981, **the 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.

The GLFB is seeking a Warehouse Associate to join our team. This is a full-time hourly position and will require weekend or afterhours shifts as needed. Benefits including paid vacation and sick days, holiday pay and insurance (health, dental and vision) and a retirement package 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. While representing GLFB to the community this person will have to display tact and diplomacy to our donors, agencies and volunteers. This associate will also 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. Employment is in a warehouse facility on cement floors, coolers, freezers and temperatures that fluctuate depending on the season.

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.

Position Description

Title: Warehouse Associate

Date: July 2020

Exempt Status: Non-Exempt

Reports to: Warehouse Supervisor

ESSENTIAL FUNCTIONS

- Pulling agency orders
- Support accurate inventory tracking, recording, counting, and other tasks as needed.
- Route product to prescribed storage locations, storing, stacking or palletizing product in accordance with prescribed methods
- Organizes the inventory area and makes sure that product is staged for pulling orders. Utilizes the FIFO method for inventory.
- Sort products; loads and unloads vehicles
- Receive, count, and sort incoming product/stock. Verify materials received against receiving documents, report discrepancies and obvious damage.
- Drive fork lift trucks; operate pallet jacks or other equipment that supports the acceptance and shipments of food orders.
- Maintain familiarity with all processes and procedures for all areas of the warehouse including freezer, cooler and racking areas
- Maintain cleanliness and orderliness of warehouse operations daily as directed or as needed.
- Responsible for submitting request of supplies needed for repacking of product and other needs for food storage or shipping.
- Will work with Volunteer Coordinator to support volunteer needs, training and to oversee projects
- Will support the volunteers in the warehouse by providing supervision and guidance
- Conducts facility inspections for pest control and cleanliness; inspects traps, looks for rodent droppings, completes pest control log, and works with Pest Control contractors to eliminate and prevent problems.
- Assist with any and all other warehouse duties as needed or assigned by the Warehouse Supervisor.

QUALIFICATIONS

Required

- High school diploma or GED with two years of warehouse experience.
- Must have a valid driver’s license and maintain a clean driving record.
- Possesses current licensing for driving/operating warehouse equipment (fork trucks)
- Must be able to pass criminal background check and drug and alcohol screening. Subject to random drug screening.