



### General Description

**Greater Lansing Food Bank (GLFB)** is seeking an individual to join our operations team as **warehouse associate**. While representing GLFB in the community, this person will have to display tact and diplomacy to our donors, agencies, and volunteers. The person 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 and adjust to new situations within a reasonable amount of time. A passion for our mission of feeding people who are in need is important for a fulfilling work life. All responsibilities shall be consistent with GLFB's vision and mission.

Located in Bath, MI, this is a full-time (40 hours per week generally Monday through Friday with occasional evening and weekend hours as needed.) non-exempt position reporting to the warehouse floor supervisor.

### Position Details

**Date:** August 2022

**Title:** Warehouse Associate

**Classification:** Non-Exempt

**Reports to:** Warehouse Supervisor

**Location:** Bath, MI

### ESSENTIAL FUNCTIONS

- 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 forklifts; 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.
- Works with volunteer program staff to support volunteer needs, training and to oversee projects.
- 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 all other warehouse duties as needed or assigned by the warehouse supervisor.

### QUALIFICATIONS

- High school diploma or GED with two years of warehouse experience.
- Possesses current licensing or equivalent knowledge/experience 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.

### Compensation and Benefits:

GLFB offers a competitive compensation package, including paid medical/dental/vision insurance, 401k, vacation leave, sick leave, and paid holidays.

### To Apply:

Please send cover letter, resume and salary requirements to Rebecca Kline, human resources manager, at [rebecca@glfoodbank.org](mailto:rebecca@glfoodbank.org). For additional information, please visit [www.glfoodbank.org](http://www.glfoodbank.org). Position remains open until filled. EOE. No phone calls please.

### About Greater Lansing Food Bank

Founded in 1981, Greater Lansing Food Bank is a highly visible non-profit organization that provides food assistance 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, community kitchens and mobile distributions throughout the seven-county service area. GLFB annually serves hundreds of thousands of people.

GLFB is committed to fostering, cultivating and preserving a culture of equity, diversity and inclusion. We embrace and encourage our employees' differences in age, color, disability, ethnicity, family status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status and other characteristics that make our employees unique.