



General Description

Greater Lansing Food Bank (GLFB) is seeking an individual to join our operations team as **warehouse order clerk**. The role is essential to the successful organization of data flow for inventory and partner agencies and requires pristine attention to detail, organization, and problem-solving skills. 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 director of supply chain & logistics.

Position Details

Date: August 2022

Title: Warehouse Order Clerk

Classification: Non-Exempt

Reports to: Director of Supply Chain & Logistics

Location: Bath, MI

ESSENTIAL FUNCTIONS

- Provide partner agencies with excellent customer service to process inventory orders and troubleshoot errors.
- Respond to and coordinate reparative efforts regarding requests for assistance regarding shorted orders, missing items, or item replacements.
- Work alongside the inventory team to ensure orders are successfully filled and taken out of the inventory system appropriately.
- Input agency appointments into operational calendar.
- Inform agency warehouse associate of any updates to daily orders and adjust as necessary.
- Process essential paperwork and ticketing for daily order distribution.
- Support the functions of the agency and inventory offices as requested through daily tasks, special projects, and inspections.

QUALIFICATIONS

- Experience with data entry and customer service required.
- Intermediate computer skills in data entry and all Microsoft applications.
- Proactive, detail-oriented and results driven.
- Possess a current valid driver's license with a clean driving record.
- Must be able to pass a criminal background check. Subject to random drug screening.
- Preference will be given to those with inventory experience.

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. For additional information, please visit 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.