



Greater Lansing Food Bank (GLFB) is seeking a **warehouse manager** to join our distribution center team. This position oversees and assists with daily operations on the warehouse floor and facility. The ideal candidate must be a team player with a positive attitude who is diligent, patient, and flexible. Must thrive in a highly collaborative and fast-paced environment. Candidate should have excellent communication and interpersonal skills with the willingness to take initiative and be innovative.

Located in Bath, MI, this is a full-time (36 hours per week) position generally during operating hours, Monday through Friday, with occasional early morning, evening, or Saturday hours.

Position Details

Title: Warehouse Manager

Date: April 2025

Reports to: Chief Logistics & Supply Chain Officer (CLO)

Location: Bath, MI

ESSENTIAL FUNCTIONS

General Responsibilities

- Addresses all equipment inspection, general maintenance and repair needs
- Coordinates inventory and orders supplies for operations including bins, boxes, labels, etc. with CLO
- Works with facility coordinator on AIB needs and ensures staff are following all AIB requirements
- Possesses current licensing for driving/operating warehouse equipment (fork trucks)
- Works with hand trucks (manual or electric) and other warehousing equipment to move product on a regular basis
- Maintains familiarity with all processes and procedures for all areas of the warehouse
- Oversees cleanliness and orderliness of warehouse operations daily and alerts CLO to facilities needs
- Supports the accurate inventory tracking, recording, and counting systems in place
- Works with other department managers and staff as needed for cross over tasks for receiving and distribution of food

Supervisory Responsibilities

- Actively lead staff on the floor daily to ensure receiving policies and procedures are aligned with daily goals and compliance
- Handles daily scheduling for operations staff and prioritizes all current needs and projects of the warehouse floor.
- Manage scheduling of staff by area of warehouse and support as needed for route logistics, dock appointments, deliveries, etc.
- Holds check ins with operations staff on a regular basis to assess staff needs and communicate current and upcoming projects
- Attends meetings, training, and conference as requested
- Assists in the payroll approval process by approving and handling all PTO requests, timecard errors and time clock management

QUALIFICATIONS

- 3+ years of experience in a warehouse environment, preference given to candidates with inventory support experience
- Pallet jack and forklift experience and intermediate computer skills with Microsoft applications
- Possess a valid driver's license and be able to pass a criminal background check. Subject to random drug screens.

Compensation and Benefits:

GLFB offers a competitive compensation package, including 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, director of human resources, 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 (GLFB)** 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, 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.