



JOB DESCRIPTION

WAREHOUSE ASSISTANT

Department/Division: Operations	Date: 10/19/2023
Reports to: Warehouse Manager	Starting wage: \$18.50/hour

I. JOB SUMMARY

Reporting to the Warehouse Manager, the Warehouse Assistant performs warehouse tasks to facilitate the safe flow of food throughout the operation, including picking/packing orders, receiving, inventory recording, cleaning, and data entry. The Warehouse Assistant represents Food Gatherers to all stakeholders in accordance with the established guidelines and values.

II. ESSENTIAL FUNCTIONS

- Assembles agency orders of food bank items for delivery and pick up.
- Performs warehouse product movement and replenishment following established procedures with the use of forklifts and pallet jacks.
- Follows established warehouse and documentation procedures for product receipts, handling and rotations.
- Keeps the Warehouse Manager informed about daily activities and make suggestions for process improvements.
- Trains, oversees and cooperates with volunteers as directed by management.
- Provides excellent service to donors and agency representatives.
- Assembles and/or wraps agency orders of donated goods for delivery and pick up.
- Drives truck to make food runs as needed.
- Safely operates, loads, and unloads company vehicles as needed
- Inspects company vehicles before and after usage and documents the findings as directed and required by all applicable laws, statutes and regulations.
- Performs cleaning tasks as assigned.
- Complies with the organization's policies and procedures, work rules, safety requirements, quality standards, and applicable local, State, and Federal laws, traffic regulations, and industry guidelines.
- Performs other related duties and responsibilities as needed and assigned.

III. SUPERVISORY RESPONSIBILITIES

- No Supervisory Responsibilities

IV. QUALIFICATIONS

- **Education / Training**
 - High School Diploma or GED required
- **Experience**
 - Previous warehouse and/or food service experience preferred, but not required
- **Licenses / Certifications**
 - Valid chauffeur's license required by the Michigan Department of Transportation (within 6 months of hire);
 - ServSafe Food Safety Handler Certification (within 6 months of hire);
 - Warehouse Equipment Certification (forklift, pallet jack, pallet wrapper, cardboard baler)
- **Competencies (Knowledge, Skills, Abilities, Behaviors)**
 - Commitment to the organization's mission
 - Uses good judgment and discretion
 - Possesses strong ethical character
 - Works cooperatively and effectively with other FG staff and volunteers in a collaborative environment
 - Manages multiple priorities under aggressive deadlines, and manages time efficiently
 - Maintains safety as a priority at all times
 - Provides excellent customer service
 - Gives and receives feedback in a respectful and productive way
 - Represents Food Gatherers in a professional manner under a variety of conditions.
 - Monitors communication (email, voicemail) during assigned hours and responds within an appropriate timeframe (high priority within 24 hours)
 - Data entry
 - Detail-oriented, focused on accuracy
 - Good driving record
 - Knowledge of MS Word and MS Excel

V. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- **Mental Demands / Judgment Required**
 - Standard practices are applied in following established procedures and making some decisions
- **Physical Demands**
 - Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, repetitively lift and carry up to 50 lbs., perceive depth, operate a motor vehicle in local area traffic, and operate motor equipment, use fingers and

hands to manipulate objects

- **Working Conditions**

- Warehouse environment; may include working around machines with moving parts, moving objects, and/or radiant and electrical energy; working closely with others; driving a truck in local area traffic

- **Equipment (Machines, tools, devices used in performing only the essential functions)**

- Office - MS Word, MS Excel, Google Apps, Primarius, copiers, printers, personal computers,
- Straight trucks
- Warehouse - pallet jacks, forklifts, cardboard baler, pallet wrapper, powered dock plates, floor cleaner, hand trucks, carts

The above statements are intended to describe the general nature and levels of work to be performed and are not intended to be an exhaustive list of all responsibilities and duties.

Food Gatherers provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, weight, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. Food Gatherers complies with applicable state and local laws governing non-discrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.