Warehouse Assistant

Date: 11/9/2026

Food Gatherers is the food bank and food rescue program serving Washtenaw County. As part of the Operations Department, the Warehouse Assistant facilitates the flow of food out to the community. This includes picking/packing orders, receiving, inventory recording, cleaning, and data entry. The Warehouse Assistant ensures that food is delivered to the community safely and in a timely manner.

Department: Operations	Primary work location: In Person
Reports To: Warehouse Manager	Schedule/Hours: M-F, 40 hours/week;
FLSA status: Hourly/Nonexempt	Wage: $20.00/hour

Essential Duties and Responsibilities

- 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 makes suggestions for process improvements.
- Trains, oversees, and cooperates with volunteers as directed by management.
- Provides excellent customer service to donors, volunteers, and agency representatives.
- Drives truck to make food runs as needed.
- Safely operates, loads, and unloads company vehicles.
- Enters food receipt and food distribution data accurately and punctually
- Performs warehouse cleaning tasks to ensure a safe, clean environment for food and personnel.
- 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.

Desired Qualifications

Education and Work Experience

- High School diploma or GED required.
- Previous work experience in food service, warehousing, or transportation is preferred but not required.

Preferred Skills and Abilities

- Excellent customer service
- Attentive to detail and highly focused on accurate data entry and inventory control
- Ability to stand/walk for long periods of time and repeatedly lift boxes weighing up to 60 pounds

- Strong time management; ability to manage multiple priorities with aggressive deadlines

Preferred Behaviors

- Commitment to Food Gatherers' mission
- Possesses strong ethical character
- Uses good judgment and discretion
- Works effectively in a collaborative environment with volunteers, employees, and members of the public.
- Maintains safety as a top priority at all times.
- 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)

Working Conditions

The Warehouse Assistant works in-person at Food Gatherers' warehouse in Ann Arbor, MI. Most work takes place in a warehouse environment; this 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, and working at a desk. Applicants should possess a valid Michigan Driver License and reliable transportation to and from work.

Application Instructions

Interested applicants must submit a resume to jobs@foodgatherers.org. Applications will be reviewed on a rolling basis, so we encourage interested applicants to apply at their earliest convenience! No phone calls or walk-ins, please!

EEO statement: 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. Food Gatherers encourages candidates from historically marginalized backgrounds and applicants who have experienced food insecurity to apply.