

Job Posting

Job Title:	Warehouse Assistant		
Reports to:	Warehouse Coordinator		
Scheduled Hours	Full Time 30-40 hrs/wk w/ benefits	FLSA Status:	Non-Exempt/Hourly

Kalamazoo Loaves & Fishes' Agency Mission:

We will feed hungry people and engage the community in the fight to end hunger.

Position Summary:

The Warehouse Assistant is primarily responsible for day-to-day movement of Kalamazoo Loaves & Fishes' (KLF) food inventory. This position is responsible for helping maintain food, staff and volunteer safety throughout the warehouse.

Essential Functions:

- Ensure high quality operations including food pick-ups and deliveries, loading and unloading vehicles, and product storage
- Maintains 'clean room' operations according to protocols, on a daily basis
- Administers and maintains daily protocols for equipment preventative maintenance, cleaning and food/personnel safety
- Record and process donations, as necessary
- Assist, instruct, and monitor volunteers to meet warehouse goals and standards

Principle Accountabilities:

- Ability to adhere to Kalamazoo Loaves & Fishes' mission, vision and values
- Ability to take direction and translate into action
- Ability to consistently make decisions and take actions that reflect:
 - Food safety
 - Warehouse operations and safety
 - Effective and efficient use of scheduled hours
 - Exceptional customer service
 - Conduct daily work with welcoming attitude
 - Ability to work with staff, volunteers, and donors of all backgrounds and abilities, and adhere to KLF's non-discrimination policy

Job Qualifications:

- Unrestricted driver's license and insurability
- Ability to obtain a chauffeur's license and pass DOT physical
- Ability to translate written and oral instructions and put into action.
- Ability to use department computer, including inventory software; ability to accurately compute quantities.
- Experience and history/record of safe warehouse equipment use, i.e. forklifts (certification preferred), pallet jacks, and vehicles.
- People person that is able to work independently
- Some evening/weekend work hours are required
- Related duties, as assigned.

Physical Requirements:

- Ability to repeatedly lift, twist and bend. Often lifting 50 to 60 pounds.
- Required to use hands and fingers to handle, feel or operate equipment, tools or controls, and reach with hands and arms.
- Required to frequently talk and hear
- Required to frequently stand and walk
- Specific vision abilities required include: close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment:

- Often in the warehouse environment; can be exposed to cold, hot and/or humid warehouse conditions
- KLF vehicles accommodate for both cold and warm/hot weather
- Outside the facility conditions – particularly during times of loading and unloading - will vary depending on the weather

Kalamazoo Loaves & Fishes' Non-Discrimination Policy:

No person shall be excluded from KLF services, employment or volunteer participation because of ethnicity, race, national origin, age, height, weight, genetic status, gender identity, sexual orientation, marital status, economic circumstance, veteran status, physical and/or mental abilities/characteristics, philosophy/religion, or any other status that is protected by State of Michigan or federal law or by local ordinance for those jurisdictions where KLF operates.

Equal Opportunity Employer:

KLF is committed to fair employment practices, equal employment opportunity and to promoting diversity in its broadest definition. Equal employment opportunity means compliance with state and federal regulations as well as following those practices which promote diversity and fairness of employment opportunity. Fair employment practices mean that all employees shall have access to the various aspects of employment such as hiring, promotion, compensation, and training. It is the policy of KLF that all employees and applicants for employment share fairly in these aspects of employment.

In order to apply for this position, please submit your resume and cover letter to HR@kzoolf.org.

You may also mail or drop off your resume and cover letter to:

**Kalamazoo Loaves & Fishes
901 Portage Street
Kalamazoo, MI 49001
Attn: HR Dept.**

The deadline for resume submissions is February 27, 2017, at 5 pm. No phone calls, please.