

Job Posting

Position Title: Warehouse Assistant – Range III

Reports To: Warehouse Coordinator

FLSA Status: Full-time; 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 responsible for all aspects of warehouse functions including receiving, storing, handling, shipping and preparing food and food product for delivery. This role also assists, engages, and facilitates the volunteers to help meet the warehouse goals and standards. In addition, the Warehouse Assistant will maintain food, staff and ensure volunteer safety throughout the warehouse.

Responsibilities:

- Prepares orders for shipment in a safe, efficient and accurate manner.
- Receives, inspects, repackages and records incoming food and food product.
- Organizes the systematic storage of food and food product.
- Conducts the smooth functions relating to requisition, receipt, stacking and dispatch of goods and supplies.
- Works closely with volunteers and volunteer groups in facilitating daily warehouse projects assuring that safety standards are consistently met.
- Performs daily warehouse tasks such as replenishing and moving product, accurately maintaining daily logs, aiding with inventory and assisting with other projects.
- Conducts food pick-ups and deliveries using Company fleet, as needed.
- Ensures the work environment is maintained, clean and in an orderly fashion.
- May perform additional duties, as assigned.

Position Requirements:

- High School Diploma or G.E.D. is required.
- Ability to maintain a Chauffer's License and successfully pass a Department of Transportation (DOT) physical is required.
- Valid Driver's License and insurability is required.
- Forklift experience is required; stand-up forklift experience is desirable.
- Warehouse experience is desirable.
- Excellent organizational and regulation skills.
- Possesses the capability of following directions and completes tasks within the assigned timeframe; efficiently manages time and meets all deadlines.
- Strong internal and external customer service skills.
- Strong, clear communicator and excellent interpersonal skills; proven ability to effectively and positively communicate with internal and external customers.
- Ability to work some evening/weekend hours is required.
- Ability to work in walk-in coolers and freezers is required.

Physical Requirements:

- Frequently required to use hands and fingers to handle, feel or operate equipment and reach with hands and arms.
- Occasionally required to lift, move, carry, pull and push files/objects up to 50 pounds while sitting, standing, climbing or walking.
- Required to regularly talk and hear.
- Required to occasionally stand and walk.
- Specific vision abilities required include: close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Regularly speaks clearly, using the English language.

Work Environment:

- Variable work environment work is conducted both indoors and outdoors.
- Varying conditions can range from freezing, cool, humid, warm, and hot temperatures.
- Exhaust and dust will be present in the warehouse.
- Contact with spoiled and damaged food and food products.

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 promote 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.

To apply for this position, please submit your resume and cover letter to Jennifer@kzoolf.org

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

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

