As a food bank, Feeding America West Michigan gathers and distributes food to relieve hunger and increase food security in West Michigan and the Upper Peninsula. This work aims to foster a community in which all neighbors are nourished and empowered within an equitable food system. By becoming a food banker, you can help make this vision a reality!

**Job opening:** Order Fulfilment - Freezer

**Location:** Comstock Park

**Requirements:**

Physical Ability:

* Ability to lift more than 20 pounds on a regular basis.
* Capability to engage in physical activities related to warehouse operations.

Equipment Proficiency:

* Ability to operate hi lo and other warehouse equipment.

Warehouse Knowledge:

* Familiarity with warehouse operations and procedures.

Interpersonal Skills:

* Possess good interpersonal skills for effective communication within the team and with agency representatives.

Customer-Centric Approach:

* Demonstrate a strong commitment to customer service in interactions with agency representatives.

Alignment with Mission and Values:

* Committed to the mission of the organization as described.
* Uphold the stated values of the organization: Respect, Transparency, Excellence, Inclusion, Innovation, Stewardship, Integrity, and Collaboration.

**Responsibilities:**

Order Fulfillment:

* Pull orders for agency pick up and branches based on the provided pick list.
* Assist agency representatives in loading orders.

Temperature Monitoring:

* Monitor and record freezer and cooler temperatures on specified log sheets.

Warehouse Organization:

* Keep the freezer and cooler clean, organized, and free of safety hazards.
* Assist with cleaning and stocking the warehouse.
* Assist in maintaining overall warehouse organization.

Customer Service:

* Respond to agencies and assist in problem-solving regarding their shopping concerns.
* Maintain a strong focus on customer service while interacting with agency representatives.

Equipment Maintenance and Safety:

* Report to Manager any equipment that requires repair or unsafe conditions.
* Ensure a safe working environment and promptly report any safety concerns.

Additional Duties:

* Undertake other duties and projects as assigned by the Warehouse Manager.
* Perform tasks beyond the specified job functions as necessary.

**Job Type:** Full-time

**Schedule:** Monday-Friday, 8:00-4:00

**Remote Hybrid:** No

**Pay:** $18/hour

**Benefits:**

* 403b matching
* Company-provided life insurance and short/long term disability
* Paid vacation and holidays
* Access to affordable family health and/or dental insurance plan
* Gym membership reimbursement (up to $20/month)

**How to apply:**

Apply through Indeed or apply in person at 864 West River Center Drive, Comstock Park MI 49321 between 8:30 a.m. and 3:30 p.m.

*It is the policy of Feeding America West Michigan to provide equal employment opportunities to all people without regard to race, color, religion, national origin, age, sex, disability, protected genetic information, sexual orientation or any other legally protected category and to promote the full realization of that policy. The food bank will assure equal employment opportunities in all personnel actions and procedures including, but not limited to recruitment, hiring, training, transfer, promotion, compensation and benefits.*