

8791 McBride Park Court, Harbor Springs, Michigan 49740
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WAREHOUSE ASSISTANT JOB POSTING

Seeking a full-time Warehouse Assistant for The Manna Food Project in Harbor Springs. The ideal candidate is a team player who is organized, customer focused and enjoys interacting with people from all walks of life. Requires excellent driving record, experience in logistics and warehouse operations is a plus. Duties include driving a box truck for food pickup and deliveries, running a pallet jack and a forklift.

WAREHOUSE RESPONSIBILITIES

- Assists with food distribution, including pulling products, loading vehicles, making deliveries, etc.
- Provides support with the care, cleaning, and maintenance of the facility.
- Maintains Serve Safe Manager Level certification and acts as a resource for food safety questions.
- Participates in partner pantry shops and fulfilling orders.
- Assists with organizing and maintaining warehouse supplies.
- Assists with stocking and maintaining inventory.
- Assists with deliveries—receiving and documenting shipments, storage, etc.
- Conducts bi-weekly cycle counts with other warehouse staff.
- Participates in daily Feeding America temperature and other daily logs.
- Performs other responsibilities as assigned by the Warehouse Manager and Executive Director.

REQUIREMENTS/COMPETENCIES

- High School diploma or equivalent, required.
- Ability to stand for long periods of time.
- Ability to lift up to 50 pounds on a regular basis.
- Basic computer skills preferred.
- Excellent written and verbal communication skills.
- Ability to coordinate multiple tasks.
- Work collaboratively with all Manna team members, employees, volunteers, and clients.
- Have a valid driver's license and be willing to drive Manna vehicles, and forklifts.
- Chauffeur's license and DOT medical certificate preferred.
- Follow safety regulations of the organization, Serve Safe, occupational safety, etc.

SALARY AND BENEFITS

- 40-hour work week, \$16 - \$18 per hour
- Paid Time Off
- Vision and Dental Insurance
- Medical Insurance
- Disability Coverage
- Retirement Plan
- Holiday Pay

Manna Food Project is an Equal Opportunity Employer.

Please submit a cover letter, resume, and references to Carrie Klingelsmith, Executive Director at cklingelsmith@mannafoodproject.org.