



Programs
Serving People
in the Capital Area

CLINTON, EATON, INGHAM & SHIAWASSEE Counties

CACS is an Equal Opportunity Employer.

November 12, 2018

This announcement is for the following position:

Warehouse Assistant Manager (CDL)

Entry Level: \$12.75/hour

Part-Time: 24 hours/week

Location: CACS Rensen Warehouse, Lansing, MI

Applications and/or inquiries should be directed to:

Dana Tomaski, Commodity Food Program Manager

1301 Rensen Street, Lansing, MI 48910

(517) 393-1722

dtomaski@cacsww.org

To be considered for this position,

An Agency Application*

Must be submitted to the contact information above.

Applications are accepted until job is filled

Internal candidates must submit a letter of intent by the
Close of business on November 16, 2018

*Access CACS application at: <http://cacs-inc.org/about/career-opportunities>

" A Community Action Agency "

Capital Area Community Services will not discriminate against any individual or group in employment or services because of race, sex, religion, age, national origin, color, marital status, disability or political beliefs. In addition, CACS will provide reasonable accommodations for access to services/employment.

101 EAST WILLOW STREET • LANSING, MICHIGAN 48906-4894
TELEPHONE (517) 482-6281 • TDD 800-649-3777

Capital Area Community Services, Inc.

Job Description

Title: Warehouse Assistant Manager (CDL)

Department: Commodity Foods

Reports to: Warehouse Manager

FLSA: Non-exempt

Supervises: None

Updated: October 2018

General Summary

Under the direction of the Warehouse Manager, the Warehouse Assistant Manager will assist in facilitating the activities in the food service warehouse, packing and distributing CSFP and TEFAP food commodities in Ingham, Eaton, Clinton and Shiawassee counties.

Essential Function

1. Adhere to CACS policies put forth in the CACS Personnel policies
2. Ensure a clean and organized work area
3. Accurately sign in and sign out; report hours accurately on a bi-weekly time sheet
4. Behave in a courteous manner toward clients, volunteers and community members
5. Dress appropriately per CACS personnel policies
6. Show initiative and a self-starter; reliable and punctual
7. Ensure all required paperwork is accurate, complete and turned in by the required time
8. Work in a safe manner
9. Work collectively as a member of a team
10. Learn eligibility rules and certify clients
11. Explains resources available in the community, make referrals as needed

Primary Duties for Position

In this position the individual is responsible for assisting the Warehouse Manager in the distribution of CSFP/TEFAP food in all counties.

1. Assist in the inventory on a monthly basis for all CSFP/TEFAP food
2. Assist in the development of food menu for distribution
3. Assist in the supervision and assignment of tasks for volunteers; and ensure their safety
4. Assist in the arrangement of tables with CSFP and/or TEFAP products using monthly menu
5. Assist in the monitoring all food deliveries by verifying incoming product quantities, receipt product in WBSCM, unload delivery trucks, and label food pallets
6. Uses lift truck, dollies and hand trucks to move stock
7. Transports product using vans and large truck

8. Assembles boxes, packs items, and accounts for damaged food items
9. Maintain client records and ensure confidentiality of all client information

The above statements are intended to describe the general nature and level of work being performed by the person in this position. They are not to be construed as an exhaustive list of all duties that maybe performed.

Additional Qualifications

1. Required to have a valid CDL license and meet medical standards for driving a large truck; able to operate fork truck
2. Basic math and reading skills at a high school level
3. Entry level computer skills
4. Able to repetitively lift 40 pounds using proper lifting techniques
5. Able to stoop, bend, and reach above one's head

Work Schedule

1. Hours per week: 24 hours
2. Weekly schedule: As scheduled by supervisor
3. Weeks per year: 52 weeks