

**SOUTHWEST MICHIGAN COMMUNITY ACTION AGENCY  
(SMCAA)  
JOB DESCRIPTION**

**JOB TITLE:** Warehouse Assistant

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**CLASSIFICATION:** 03

**EXEMPT (Y/N):** N

**SUPERVISOR:** Community Services Manager

**DATE PREPARED:** 7.12.19

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**SUMMARY:** This position is responsible for ensuring that the warehouse and other agency assets associated with the food program are maintained in a clean and safe manner. Is the primary commodity truck driver.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Clean and maintain warehouse to meet state food program requirements.
- Pack food commodity boxes and direct volunteers with packing.
- Assist with distribution of commodities to customers.
- Assist Warehouse Coordinator with delivery of commodities to distribution sites.
- Unload road trucks under the direction of the Warehouse Coordinator and put commodities in appropriate order in warehouse.
- Operate forklift truck and assist in keeping in repair
- Drive agency truck to commodity sites as needed, delivering commodities and assisting with unloading the truck
- Perform other related assignments as specified by the Warehouse Coordinator and/or other management staff as necessary.

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

**SUPERVISORY RESPONSIBILITIES:** None

**EDUCATION AND/OR EXPERIENCE:** Ability to read, write and follow directions. High school diploma or GED preferred.

**REQUIRED SKILLS:** Ability to operate a forklift, drive a large truck and to follow directions.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Valid Michigan Chauffeur's License.

**PHYSICAL DEMANDS:** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand, walk, use hands to finger, handle or feel objects, tools, or controls, reach with hands and arms, and stoop, kneel, or crouch. The employee may be required to lift up to 50 pounds.

**WORK ENVIRONMENT:** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually moderately quiet. The warehouse may be cold or hot depending on the season. The work environment may not be clean.