



# Southwest Michigan Community Action Agency

SERVING BERRIEN, CASS, AND VAN BUREN COUNTIES

*Helping People. Changing Lives.*



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## Job Description

<b>JOB TITLE:</b>	<b>Warehouse Assistant/Delivery Driver (Full-Time or Part-Time)</b>		
<b>CLASSIFICATION:</b>	<b>04</b>	<b>EXEMPT (Y/N):</b>	<b>N</b>
<b>SUPERVISOR:</b>	<b>Community Services Manager</b>	<b>DATE PREPARED:</b>	<b>06-07-2022</b>

### SUMMARY:

This position is responsible for ensuring that the warehouse, warehouse pantry and other assets associated with the food program are maintained in a clean, safe and organized manner.

**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:*

- Operate delivery truck and forklift as needed, and assist in keeping up with repairs
- Unload road trucks under the direction of the Warehouse Coordinator and place commodities in appropriate locations throughout warehouse
- Clean and maintain warehouse and pantry 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
- 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:

- High school diploma or equivalent preferred

**REQUIRED SKILLS:** *There may be Agency-provided training to a qualifying applicant. Not all stated requirements may be a disqualifier.*

- Ability to read, write, and follow directions



Southwest Michigan Community Action Agency (SMCAA) is dedicated to empowering diverse people in need and supporting their journey towards economic security.





**CERTIFICATES, LICENSES, REGISTRATIONS:**

- Valid Michigan driver’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:*

- 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 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:*

- Noise level in this environment is usually moderate.
- Warehouse may be cold or hot, dependent on season
- Warehouse may not be overly clean (dusty, damp, etc.)

**GRANT OR EXTERNALLY FUNDED POSITION:**

This position will continue only if sufficiency grant or external funds are provided.

**SMCAA ON DIVERSITY, EQUITY, AND INCLUSION:**

SMCAA is committed to fostering, cultivating and preserving a culture of diversity, equity and inclusion. Our human capital is the most valuable asset we have. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities and talent that our employees invest in their work represents a significant part of not only our culture, but our reputation and company’s achievement as well.

We embrace and encourage our employees’ differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make our employees unique.

SMCAA believes that all people belong and deserve fairness, justice, and inclusivity. The strength of our community comes from our diversity and we celebrate the visible and invisible qualities that make each person unique, including race, gender, age, sexuality, ability, religion, national origin, gender identity, and other identities.

SMCAA is committed to aligning our culture and business practices to be a beacon of diversity, equity, inclusion, and belonging for all people. SMCAA will continue to reflect diversity in its organizational governance, volunteer structure, staffing, funding decisions, and policies. Through this commitment, SMCAA strives to be a role model in Southwest Michigan by





partnering with other community organizations to strengthen an effective human service system that reaches out to all people in the tri-county area.

SMCAA diversity initiatives are applicable—but not limited—to our practices and policies on recruitment and selection; compensation and benefits; professional development and training; promotions; transfers; social and recreational programs; layoffs; terminations; and the ongoing development of a work environment built on the premise of gender and diversity equity that encourages and enforces:

- Respectful communication and cooperation between all employees.
- Teamwork and employee participation, permitting the representation of all groups and employee perspectives.
- Work/life balance through flexible work schedules to accommodate employees' varying needs.
- Employer and employee contributions to the communities we serve to promote a greater understanding and respect for the diversity.

*Reasonable accommodations may be made to enable individuals with disabilities to perform all the essential functions described above for this particular job position.*