Warehouse Assistant
Part-time Position

Function:
Responsible for performing general warehouse work, including operating forklift/pallet jack, maintaining the warehouse and inventory, staging materials for mobile manufacturing events, and upholding safety procedures.

Primary Duties & Responsibilities:
- Maintain a safe, organized, and clean warehouse area.
- Operate powered industrial forklift and pallet jack to organize inventory and load/unload shipments.
- Track inventory and complete materials usage and inventory reporting in database.
- Stage materials and equipment for mobile food manufacturing events.
- Follow standard operating procedures.
- Uphold workplace safety policies and procedures.
- Uphold food safety and quality policies and procedures.
- Produce and maintain Bills of Lading as necessary for the legal transport of goods.
- Provide leadership, work direction, accountability, and operational decision-making in absence of Site Supervisor when assigned as Person In Charge (PIC).
- Perform other duties as assigned.

Required Experience & Qualifications:
- Must be 18 years of age and have a minimum of a high school diploma.
- Commitment to support and promote FMSC’s Christian mission and goals.
- Able to stand for up to 8 hours, push, pull, repeatedly lift 30-50 lbs., bend, twist, use fine manual dexterity, etc.
- Able to operate a forklift and pallet jack.
- Proficient with Microsoft Office.
- Excellent organizational skills with a high degree of attention to detail, accuracy, and follow-up. Able to prioritize, manage multiple tasks, and meet deadlines.
- Able to actively identify, analyze, and solve problems.
- Able to be a self-starter, work independently, perform responsibly, follow processes, procedures, and directions, and use good judgment and discretion.
- Able to respectfully communicate with diverse people varying in age, religious beliefs, ethnicity, ability level, etc.
- Ability to be flexible and adjust work hours or schedule to shipping needs preferred.

Schedule & Details:
- Part-time, non-exempt (hourly) position. Work location is in Aurora, IL.
- Regularly scheduled for 16-24 hours per week, subject to site staffing needs.
- Initially scheduled for shifts on Monday, Tuesday, and Wednesday 8:30am-5pm. Saturday, Sunday and holiday shifts are occasionally required.
- Expected to attend trainings and meetings.
- Reports to Site Supervisor.
- Will have consistent exposure to soy, a known allergen.

To Apply: Download the application at www.fmsc.org/employmentapplication. Send the completed application to hr@fmsc.org. Type “Warehouse Assistant – AU” and your name into the email subject line. You may also include a resume (not required). Position is open until filled.