



Warehouse Assistant

Part-time Position

Your Role:

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.

What You'll Do:

- 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 Manager when assigned as Person In Charge (PIC).
- Perform other duties as assigned.

Your 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.

Pay, Schedule & Benefits:

- Wage is \$12.48/hour. This is a part-time, non-exempt (hourly) position. **This is not a seasonal position.**
- Regularly scheduled for 25-28 hours per week, subject to site staffing needs. Initially scheduled for shifts Monday-Friday 8am – 1pm. Saturday, Sunday and holiday shifts are occasionally required.
- Attend occasional required trainings and meetings.
- [Benefits](#) include 401k with employer match and paid sick leave.
- Will have consistent exposure to soy, a known allergen.

Your Team:

- Work location is Aurora, IL. Reports to Site Manager.
- [Join our group](#) of professional world-changers. Work alongside dedicated, talented folks.

To Apply: Complete the online application at www.fmsc.org/apply. You may also upload a resume (not required). Position is open until filled.