



Food Operations Associate

Overview of Hand2Hand

Hand2Hand is a Christian faith-based organization providing weekend food to over 12,000 students at 280 schools in 8 counties across West Michigan. Hand2Hand mobilizes churches, schools, individuals, and businesses to work together to eliminate child weekend hunger in their communities.

Job Purpose

The Food Operations Associate position at Hand2Hand will work to further the weekly tasks of the Food Operations team. Getting food into the hands of our hungry students is the fundamental purpose of our mission, and the work done through this position is vital to keep the food moving out to our community. As a member of the Food Operations team, you'd be doing a good mix of repeatable tasks with flexible details that are adaptable to the changing needs Hand2Hand serves. The right individual will enjoy a variety of physical labor, customer service, and completing subparts of larger projects.

Job Responsibilities

- Represent Hand2Hand well by demonstrating the four core values daily. (Prayer-Focused, Wise Stewardship, Relational Partnerships, and Servant Leadership)
- Hand2Hand Store duties-
 - accurately pull store orders from the warehouse as indicated on the shipping order
 - stage orders in chronological order of scheduled pick-ups
 - assist with customer pickups when needed
- Packing Event duties-
 - pull the correct amount of each needed product as indicated on the event estimate sheet, building safe pallets for transport around the building or offsite
 - pull event sets into packing room pre-event and completed boxes out post-event
- Cross-train as necessary to assist with other food ops tasks, ie, donation intake, receiving shipments accurately
- Operate a pallet jack (and possibly a forklift) while adhering to industrial safety standards
- Adhere to food storage guidelines, utilizing donations and the "first expired, first out" method
- Keep products organized and assist in receiving and restocking the warehouse when shipments arrive
- Collaborate with the Food Ops team to increase efficiency and serve customers better
- Assure cleanliness and organization in the warehouse, parking area, and loading dock

Qualifications

- Able to work independently, as well as part of a collaborative team
- Accurate, organized, efficient, detail-oriented, and flexible.
- Able to lift/move 20-30 lbs frequently while bending over. Some lifts are occasionally upwards of 40 lbs.
- A clean driving record and the ability to drive Hand2Hand vehicles for the role is a plus.
- Humble and eager to learn and grow
- Comfortable with, or willing to learn and sufficiently use, Google Suites (Gmail, Google Calendar, Google Sheets).