



Food Operations Associate

Overview of Hand2Hand

Hand2Hand is a Christian faith-based organization that provides weekend food to 15,000 students across 280 schools in 8 counties throughout West Michigan. Hand2Hand mobilizes churches, schools, individuals, and businesses to collaborate in the shared mission of ending weekend hunger for children ages 3 to 18.

Job Purpose

The Food Operations Associate position at Hand2Hand will work to support 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 of Hand2Hand. 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)
- 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
- Communicate stock moves with the team in a written, thorough, and timely manner to ensure inventory integrity is maintained
- Cross-train as necessary to assist with other food ops tasks as indicated by the Operations Manager
- 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 best serve customers
- Assure cleanliness and organization in the warehouse

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. Some lifts are occasionally upwards of 40 lbs.
- A clean driving record and the ability to drive Hand2Hand vehicles for the role.
- Humble and eager to learn and grow
- Comfortable with, or willing to learn and sufficiently use, Google Suites (Gmail, Google Calendar, Google Sheets).

Benefits

- Competitive salary based on experience
- Paid time off and holidays
- 403b with employer match
- A supportive and faith-centered work environment



How to Apply

If you are passionate about making a difference in the lives of children and families, we would love to hear from you! Please submit your resume, cover letter, and any relevant references to Michelle Hauch, Director of Finance & Administration, at michelle@h2hkids.org.

Hand2Hand is an equal-opportunity employer. We encourage individuals of all backgrounds to apply.