

BENZIE AREA CHRISTIAN NEIGHBORS
Warehouse Employee
Benzonia, Michigan

DUTIES:

Food Services -

- Receives perishable and non-perishable food products, donations, materials, equipment, and supplies delivered to BACN.
- Inspects incoming stock for apparent damage and conformance to the packing slip and Informs Operations Director of any damage or discrepancies.
- Practices safe food handling.
- Organizes and stores food, equipment and supplies using walkie stacker, pallet jacks (electric and manual), ladders and other inventory processing equipment.
- Unloads delivery trucks and keeps an eye on stock levels of food to reduce waste.
- Keeps stock rotated and organized so that the closest best by date is easily accessible. Monitors the work of volunteers to ensure adherence to safety measures and processes.
- Uses computer to track inventory and communicate with the team.
- Plans and organizes warehouse layout ensuring proper and safe storage accessibility, and control of stock.
- Keeps all food storage areas clean and organized; breaks down cardboard boxes and places them in the outside recycling container; empties trash cans and places trash in outside trash container.
- Monitors and maintains the pest control systems.

Non-Food Donations -

- Empties trash cans in the clothes sorting area and place trash in outside trash container.
- Handles and processes donations safely and in accordance to established procedures.
- Safeguards company property, including donated goods. Reports any incidents of theft or unauthorized possession of company property.
- Greets donors, accepts donated merchandise according to “acceptable donations list,” and assists donor in unloading donations.
- Addresses any donor concerns constructively and politely; refers complaints or unhappy customers to supervisor.
- Assists in maintaining essential supplies and equipment for donation collection.
- Unloads donated goods from donor's vehicles, politely declining donations of items that we are unable to take and/or need; prepares any rejected goods for disposal.

REPORTS TO:

- Operations Director

SCHEDULE:

- Shift 9am – 4pm (30-minute unpaid lunch)
- Days Monday – Thursday with some weekends possible
- 24 + hours a week

QUALIFICATIONS:

- Stock clerk must be able to lift up to 50 pounds, bend, carry, push, pull, operate machinery, and have basic computer skills to perform the above tasks
- Must be able to work with volunteers collegially
- Must be 18 years of age

Staff Application for Employment

Benzie Area Christian Neighbors is an Equal Opportunity and EEO/Affirmative Action Employer. Employment offers are made on the basis of qualifications, and without regard to race, sex, religion, national or ethnic origin, disability, age, veteran status, or sexual orientation.

PLEASE TYPE OR PRINT. Complete the entire application. You may attach a resume, but you must still complete all questions; or your application will be deemed incomplete and may not be considered. Please fill out each box (don't just indicate "See Resume.")

Position Applying For:	Name (Last, First, Middle):	Other names under which you have attended school or been employed:		
Street Address:				
Social Security Number:	Home Phone:	Work Phone:	Other Phone:	
Are you eligible to work in the United States?	<input type="checkbox"/> Yes <input type="checkbox"/> No		Date of Birth:	

EDUCATION

Name of School	City/State	Did you graduate?	If No, # of years left to graduate	If Yes, date of Graduation	Degree received	Major
High School:		<input type="checkbox"/> Yes <input type="checkbox"/> No				
GED:		<input type="checkbox"/> Yes <input type="checkbox"/> No				
Other School:		<input type="checkbox"/> Yes <input type="checkbox"/> No				
College:		<input type="checkbox"/> Yes <input type="checkbox"/> No				
College:		<input type="checkbox"/> Yes <input type="checkbox"/> No				
College:		<input type="checkbox"/> Yes <input type="checkbox"/> No				
Other credentials/ licenses/ professional affiliations, etc., which are relevant to the job(s) for which you are applying.						

SKILLS: Please list technical skills, clerical skills, trade skills, etc., relevant to this position. Include relevant computer systems and software packages of which you have a working knowledge, and note your level of proficiency (basic, intermediate, expert)

WORK EXPERIENCE-Please detail your entire work history. Begin with your current or most recent employer. Include full-time military or volunteer commitments.

PLEASE DO NOT complete this information with the notation “See Resume.”

PLEASE NOTE: Benzie Area Christian Neighbors reserves the right to contact all current and former employers for reference information.

Dates Employed (most recent position) From: To:	<input type="checkbox"/> Full time <input type="checkbox"/> Part-time If part-time, # hrs./wk: <input type="checkbox"/>	Title:
Starting Salary:	Organization Name and Address:	
Final Salary:		
Supervisor’s Name, Title and Phone #:	Other Reference Name, Title and Phone #:	Contact my current references: <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a finalist candidate
Primary duties:		Reason for Leaving:
Dates Employed (most recent position) From: To:	<input type="checkbox"/> Full time <input type="checkbox"/> Part-time If part-time, # hrs./wk: <input type="checkbox"/>	Title:
Starting Salary:	Organization Name and Address:	
Final Salary:		
Supervisor’s Name, Title and Phone #:	Other Reference Name, Title and Phone #:	Contact my current references: <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a finalist candidate
Primary duties:		Reason for Leaving:

PLEASE READ CAREFULLY AND SIGN THAT YOU UNDERSTAND AND ACCEPT THIS INFORMATION.

I certify that the information on this application and its supporting documents is accurate and complete. I understand and agree that failure to fully complete the form, or misrepresentation or omission of facts, represents grounds for elimination from consideration for employment, or termination after employment if discovered at a later date. I authorize Benzie Area Christian Neighbors to investigate, without liability, all statements contained in this application and supporting materials. I authorize references and former employers, without liability, to make full response to any inquiries in connection with this application for employment. If requested, I agree to submit to a criminal and credit background investigation, and/or screening for illegal substances upon conditional offer of employment. I understand that this document is NOT an offer of employment, and that an offer of employment, if tendered, does NOT constitute a contract for continued guaranteed employment. I understand that staff employees of Benzie Area Christian Neighbors serve at-will, and the employment relationship may be terminated at any time by either party, or any or no reason, other than a reason prohibited by law. If employed, I will be required to furnish proof of eligibility to work in the United States.

Applicant Signature: _____ Date: _____