



Programs  
Serving People  
in the Capital Area

CLINTON, EATON, INGHAM & SHIAWASSEE Counties

CACS is an Equal Opportunity Employer.

**March 29, 2019**

This announcement is for the following position:

**Warehouse Assistant Manager (CDL)**

**Entry Level:** \$14.35/hour

**Full Time:** 40 hours/week

**Compensation:** CACS offers an attractive package of benefits including health, vision, dental, life and LTD insurances as well as generous vacation, paid holidays and sick time.

**Location:** CACS Rensen Warehouse, Lansing, MI

Applications and/or inquiries should be directed to:

**Dana Tomaski, Commodity Food Program Manager**

1301 Rensen Street, Lansing, MI 48910

(517) 393-7077

[dtomaski@cacswx.org](mailto:dtomaski@cacswx.org)

To be considered for this position,

**An Agency Application\***

Must be submitted to the contact information above.

Applications are accepted until job is filled

Internal candidates must submit a letter of intent by the  
Close of business on April 12, 2019

\*Access CACS application at: <http://cacs-inc.org/about/career-opportunities>

*" A Community Action Agency "*

Capital Area Community Services will not discriminate against any individual or group in employment or services because of race, sex, religion, age, national origin, color, marital status, disability or political beliefs. In addition, CACS will provide reasonable accommodations for access to services/employment.

101 EAST WILLOW STREET • LANSING, MICHIGAN 48906-4894  
TELEPHONE (517) 482-6281 • TDD 800-649-3777

## **Capital Area Community Services, Inc.**

### **Job Description**

**Title:** Warehouse Assistant Manager (CDL)

**Department:** Commodity Foods

**Reports to:** Commodity Food Program Manager

**FLSA:** Non-exempt

**Supervises:** None

**Updated:** March 2019

### **General Summary**

Under the direction of the Commodity Food Program Manager, the Warehouse Assistant Manager will assist in facilitating the activities in the food service warehouse, packing and distributing CSFP and TEFAP food commodities in Ingham, Eaton, Clinton and Shiawassee counties.

### **Essential Function**

1. Adhere to CACS policies put forth in the CACS Personnel policies
2. Ensure a clean and organized work area
3. Accurately sign in and sign out; report hours accurately on a bi-weekly time sheet
4. Behave in a courteous manner toward clients, volunteers and community members
5. Dress appropriately per CACS personnel policies
6. Show initiative and a self-starter; reliable and punctual
7. Ensure all required paperwork is accurate, complete and turned in by the required time
8. Work in a safe manner
9. Work collectively as a member of a team
10. Learn eligibility rules and certify clients
11. Explains resources available in the community, make referrals as needed

### **Primary Duties for Position**

In this position the individual is responsible for assisting the Commodity Food Program Manager in the distribution of CSFP/TEFAP food in all counties.

1. Assist in the inventory on a monthly basis for all CSFP/TEFAP food
2. Assist in the development of food menu for distribution
3. Assist in the supervision and assignment of tasks for volunteers; and ensure their safety
4. Assist in the arrangement of tables with CSFP and/or TEFAP products using monthly menu
5. Assist in the monitoring all food deliveries by verifying incoming product quantities, receipt product in WBSCM, unload delivery trucks, and label food pallets
6. Uses lift truck, dollies and hand trucks to move stock

7. Transports product using vans and large truck
8. Assembles boxes, packs items, and accounts for damaged food items
9. Maintain client records and ensure confidentiality of all client information

The above statements are intended to describe the general nature and level of work being performed by the person in this position. They are not to be construed as an exhaustive list of all duties that maybe performed.

#### **Additional Qualifications**

1. Required to have a valid CDL license and meet medical standards for driving a large truck; able to operate fork truck
2. Basic math and reading skills at a high school level
3. Entry level computer skills
4. Able to repetitively lift 40 pounds using proper lifting techniques
5. Able to stoop, bend, and reach above one's head

#### **Work Schedule**

1. Hours per week: 40 hours
2. Weekly schedule: Monday-Friday; unless modified by supervisor
3. Work hours: 8:00 a.m. to 4:30 p.m. (Some Saturdays); unless modified by supervisor
4. Weeks per year: 52 weeks