

Open Hand Atlanta Job Posting

Job Title: Meal Plan Picker

Department/Group: Distribution- Picking

Reporting Relationship: Picking Supervisor

Job Category: Non-Exempt

Salary: \$15.00 per hour

Residency Requirement: Primary residence must be in the state of Georgia.



Job Summary
The Meal Plan Picker is expected to participate in all aspects of the food packaging processes as needed and comply with Open Hand's food safety, sanitation, and Hazard Analysis Critical Control Point (HACCP) plan. This position works in a 35-degree cooler environment.
Supervisory Responsibilities
None.
Duties/ Responsibilities
<ul style="list-style-type: none">• Assist with setting up picking locations and ensures all meal boxes are accurately picked and packed.• Follow all required Good Manufacturing Practices as set forth by Open Hand• Read small font sizes quickly and accurately on meals and manifests.• Ensure all completed meal boxes are properly labeled and routed.• Assist with cleaning and sanitizing of work area.• Bag meal plan supplemental items as required.• Return all required paperwork to appropriate staff in a timely manner.• Adhere to all Open Hand safety guidelines, rules and regulations, company policy manual, code of conduct and attendance policy.
Required Skills/Abilities
<ul style="list-style-type: none">• Ability to withstand working in a 35-degree cooler environment.• Ability to read small fonts quickly and accurately.• Take pride in having no picking errors.• Complete tasks/projects in a timely manner and communicate status.• Consistently maintains a positive outlook and approach to work.
Education/Experience
High school diploma or General Education Degree (GED) preferred and acceptable math and reading skills. Experience working in a warehouse and cold environment.
Physical Requirements
<ul style="list-style-type: none">• Must be able to lift at least 30 pounds and stand for long periods of time. This job requires repetition• Work in a refrigerated cooler (approximately 35 degrees) and will require extra layers of clothing to remain comfortable.
Drug Free Workplace
Open Hand is a drug free, and substance abuse free work environment. Random drug testing may be conducted by an external, neutral tester on all employees. Any perceived use of drugs or reporting to work under the influence of alcohol may be grounds for immediate dismissal.
Equal Opportunity
Open Hand is an equal employment opportunity employer. Employment decisions are based on merit and business needs, and not on race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, religion, creed, physical or mental disability, marital status, veteran status, political affiliation, or any other factor protected by law. Open Hand complies with the law regarding reasonable accommodations for handicapped and disabled employees.
How to Apply
<i>External Candidates</i> <ul style="list-style-type: none">• Email resume or completed job application to hr@openhandatlanta.org• Include the job title in the email subject line <i>Current Employees</i> – Complete Internal Candidate Application and return to Human Resources