

TITLE: Warehouseman Lead
DEPARTMENT: Outreach
REPORTS TO: Director of Outreach Ministry

SUMMARY OF POSITION

Incumbent is responsible for all functions of the Mission's warehouse facilities, including intake, storage and dispositions of all materials, accurate inventory control and supervises warehouse personnel, drivers, and volunteers who may be working at the warehouse.

SPECIFIC DUTIES AND RESPONSIBILITIES:

1. Plans, organizes, and monitors the receiving, storage and distribution of all items received from suppliers ensuring a smooth and consistent operation. Ensures materials are stored properly to conserve space and comply with safety procedures. Oversees the rotation of inventories within the warehouse.
2. Assists the Director in ensuring that the Ministry avoids any practice, which would bring discredit upon the Mission or create a breach of trust with donors.
3. Ensures that material-handling equipment is safely operated to move materials to and from storage and completes necessary paperwork to be compliant with governmental regulations.
4. Maintains efficient storage operations and accurate computer inventory control of material assigned to the warehouse. This includes, but is not limited to, the use of such equipment as forklifts and pallet jacks.
5. Implements all warehouse operations with accountability, safety and efficiency in mind and consistent with all pertinent Mission directives, policies and procedures.
6. Using the ministry's straight truck or panel van, picks up material donated to the Mission by corporate donors and delivers such material to regional clients as appropriate.
7. Ensures that trucks and warehouse equipment such as forklifts and pallet jacks are properly operated and maintained.
8. Supervises, organizes, and coordinates activities for volunteers, including filling food bags for distribution to partnering organizations.
9. Assumes other duties and responsibilities as assigned.

10. Works flexible hours as determined by warehouse needs.

QUALIFICATIONS

1. Provides a biblically sound testimony of having accepted Jesus Christ as Lord and Savior and leads a life worthy of that profession. Actively engages in private and corporate prayer, Bible Study, regular church attendance, and holy living.
2. Agrees with and carries out responsibilities in accordance with the Mission's policies that are included in the Bethesda Mission Directives, the Bethesda Mission Code of Conduct, the Bethesda Mission Statement of Faith, the Bethesda Mission Document on Sexual Sin and Brokenness, Value Statement and Narratives, and the Mission Statement.
3. Committed to serving the poor and homeless.
4. Presents a history of stable and responsible employment.
5. Has at least an Associates Degree or the equivalent in life experience. Strong knowledge of receiving, warehouse and material-handling operations, methods and practices. Ability to develop personnel and equipment structures to support present and future operations.
6. Has at least two-years experience with all major aspects of warehouse operations.
7. Demonstrates proficiency and appropriate certification for operating common warehouse equipment such as forklifts and pallet jacks.
8. Possesses a CDL PA Driver's License with a good driving record and the ability to operate a 24-foot truck with stick shift.
9. Ability to lift at least 55 pounds on a routine basis.
10. Has the ability to work effectively with others in a positive and cooperative manner.
11. Has the ability to work flexible 40 hours per week as determined by warehouse needs.

PHYSICAL DEMANDS/WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Works throughout the warehouse as well as in the office area and travels to other Mission facilities as required. Sits, stands, bends, lifts, and moves intermittently during working hours. Interacts with staff, visitors, etc., under all conditions/circumstances. May be required to work periods of time at a computer requiring repetitive hand motions. Frequent physical effort required and lifting up to 55 pounds.