

Job Description: Warehouse Assistant

- Reports to Operations Manager
- Status – FT/Exempt
- Location – Warehouse
- Revised: October 2024



Religious Community Services of New Bern, Inc.

SUMMARY OF POSITION:

The Warehouse Assistant is a key part of RCS' team. The Warehouse Assistant is the primary driver for the grocery routes and is readily available to participate in all supply-chain operations and warehouse functions. The Warehouse Assistant supports the Warehouse Supervisor in the execution of his duties and ensuring volunteers are working under safe conditions. This position reports directly to the Operations Manager.

DUTIES & RESPONSIBILITIES:

- Responsible for daily supply chain operations such as driving the box truck to collect food donations, processing collected donations in accordance with section Standard Operating Procedures, vehicle and food tote servicing, and warehouse in-take.
- Responsible for the daily upkeep of the campus bathrooms, ensuring vehicles are fueled, inventory assets, grounds, and facility in accordance with section Standard Operating Procedures and Operation Manager direction.
- Responsible for assisting the Warehouse Supervisor and assigned volunteers to accomplish RCS and section objectives, as well as other Operations Team objectives when needed.
- Responsible for assisting with in-kind donation processing when the daily truck route is complete to support warehouse operations.
- Responsible for preparing vehicles prior to Operation Outpost, Wednesday pick-ups, and weekly store run in accordance with section Standard Operating Procedures.
- Takes ownership in assisting the Warehouse Supervisor to maintain the cleanliness and functionality of the warehouse.
- To be available and on call within reason for any off hours, holiday, or weather-related emergencies.
- These duties/assignments are subject to change and can be modified or added to as needed and agreed upon by the Operations Manager and RCS Executive Director.

SKILLS & QUALIFICATIONS:

- Strong Interpersonal skills - exercise compassion, discernment, and models appropriate boundaries.
- Able and willing to honor the leadership, chain of command, standards, and ministry objectives of RCS.
- Able to work independently.
- Must maintain a high degree of trustworthiness and reliability.
- Valid driver's license.

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WORKING CONDITIONS/PHYSICAL FACTORS:

(Occasionally = 1%-33%; Frequently = 34%-66%; Continuously = 67%-100%)

- Requires working with a diverse population, many of whom struggle with homelessness, addiction, and mental illness – continuously.
- Environment may be odorous due to lack of personal hygiene and intoxication of guests – frequently.
- Requires a sustained level of high energy, stamina, and the ability to move about all the facilities on a regular and ongoing basis – continuously.
- May be extremely loud at times – occasionally.
- May be exposed to behaviorally aggressive guests – continuously.
- May be exposed to unsanitary conditions – continuously.
- See, hear, smell and speak clearly – continuously.
- Standing – continuously.
- Lifting up to 60 lbs. – frequently.

EQUIPMENT/TOOLS USED:

- Company vehicle, hand tools, power tools, riding lawnmower, weed eater, ladder

EDUCATION/EXPERIENCE

- Valid driver's license.

This job description in no way implies that these are the only duties to be performed by this employee. Employee is required to follow any other instructions and perform any other duties requested by their manager/supervisor I understand that employment is always "at-will".

Signature

Date

Supervisor Signature

Date