

JOB DESCRIPTION

Title: Warehouse Associate

Classification: Full-time Hourly

Reports to: Director of Operations

Starting Pay: \$16.00 per hour

MISSION

The Mustard Seed has been planted to support Christian organizations that assist with healing and/or prevention of childhood sexual abuse, and to be a gateway for survivors to access resources to facilitate healing.

JOB SUMMARY

The ideal person will play a crucial role in the smooth functioning of our warehouse by performing various tasks to ensure the efficient and organized operation of our warehouse. This includes receiving incoming goods, organizing and maintaining inventory, picking and packing orders and coordinating the shipment of products.

RESPONSIBILITIES include but not limited to;

- Maintain a clean and organized warehouse space.
- Drive forklift to move inventory and materials.
- Take inventory of items shipped or received.
- Communicate effectively regarding inventory status and issues.
- Load and unload trucks and other vehicles.
- Dispose of leftover packing materials such as wooden crates, pallets, and cardboard.
- Pick up materials between locations.
- Bale clothing and other bulk items for sale and/or transport
- Ensure that aisles and storage areas are free from obstructions.
- Label boxes to identify materials.
- Maintains all industrial equipment including inspections, maintenance and registration (Mustard Seed Box trucks, forklift, baler compactor etc..)
- Follow safety protocols and guidelines when using equipment.
- Report any safety concerns or incidents immediately.
- Fosters an environment among the staff and volunteers which is mission focused and upholds all ethical standards found in Mustard Seed Code of conduct and ethics policies.
- Role model appropriate behaviors, attitudes, and expectations
- Practices conflict resolution as conflict arises internally and externally.
- Provides customer service that reflects Mustard Seed values and expectations.
- Other duties as assigned.

PHYSICAL DEMANDS:

- Lift and move heavy objects, sometimes using equipment.
- Stand for extended periods and perform physically demanding tasks.

QUALIFICATIONS:

- High school diploma or equivalent.
- Prior experience in a warehouse or similar environment
- Ability to operate forklift and pallet jack.
- Basic computer skills for inventory management.

