



# JOB DESCRIPTION

<b>Job Title:</b> Warehouse Associate/Driver	<b>Department:</b> Warehouse Distribution	<b>Location:</b> 200 Macdonald Ave.
<b>Reports To:</b> Manager of Warehouse & Distribution	<b>FLSA Status / Salary Grade:</b> Non-Exempt	
<b>Date :</b> August 2023	<b>Full-time</b> <u> X </u>	<b>Part-time</b> <u>    </u>
		<b>Seasonal/Temporary</b> <u>    </u>

## Summary of Position:

Assist the Manager of Warehouse & Distribution in the smooth and efficient operation of the BARM warehouse. Responsible to oversee the safe and accurate receipt, storage, and timely dispatch of donated goods. Ensure workplace health and safety requirements are met and that the handling of goods are compliant with BARM standards and protocols. Under the supervision and direction of the Assistant Manager of Warehouse & Distribution, safely and courteously pick up and/or coordinate the pick-up of donations from designated donors and deliver to Bay Area Rescue Mission. Possess the ability to operate Warehouse machinery including forklifts, baler and moving equipment. This employee must be able to generate, log, and file receipts and paperwork that pertain to donation activity.

## Duties & Responsibilities:

- ❖ Responsible for providing respectful, courteous service; interact with and respond to BARM donors, employees and guests in a professional, helpful manner.
- ❖ Coordinate with the Manager of Warehouse & Distribution to arrange goods within the warehouse and organize special requirements for certain stock, such as perishables or fragile goods.
- ❖ Ensure the safety and security of the warehouse; routinely check interior and exterior of warehouse.
- ❖ Assist in providing training, supervision, and feedback to men in the Transformers Program as part of their work therapy, emphasizing character and work ethic based traits.
  - When residents arrive, make sure that each signs in
  - Maintain awareness of daily operations to ensure completion of tasks, compliance with standards, and safety.
- ❖ Be present at dock when trucks are unloaded to ensure accurate and safe handling of donations.
- ❖ Ensure donated items are sorted, evaluated, cleaned or repaired (if necessary) and then dispersed to proper locations
- ❖ Maintain a clean and organized work space; comply with OSHA regulations and BARM standards.
- ❖ Complete all recordkeeping, driver logs, documentation, and paperwork as required.
- ❖ Pickup and deliver Gifts-In-Kind to partnering agency clients as directed by Manager of Warehouse & Distribution.
- ❖ Receive and follow instructions and route information regarding donation pick-ups.
- ❖ Responsible for making sure vehicle has been fueled, oiled and inspected before departure time.
- ❖ Work with program men to provide leadership and teach work ethic skills.
- ❖ Responsible for load being safely secured and road-worthy. Perform final check on load before any departures.
- ❖ Operate BARM vehicles at all times in a safe manner, complying with all laws and BARM policies.
- ❖ Ensure all donation pick-ups arrive back at BARM at the designated area in a timely manner.
- ❖ Clean interior and exterior of vehicle routinely.
- ❖ Visually inspect vehicle on a daily basis, for any needed repairs or maintenance. To the extent that the driver is able, make small repairs. Record any such repairs in driver log provided by BARM that is in a binder in the vehicle.
- ❖ Responsible for timely reporting to supervisor regarding any maintenance or repair needed or performed.
- ❖ Communicate with supervisor about any problems that may arise including delays in pick-ups or deliveries, donor concerns or incidents involving BARM vehicles or personnel as these relate or interfere with safe or efficient fulfillment of driver duties.
- ❖ Work with Manager of Warehouse & Distribution to complete and submit Incident/Accident reports, insurance claims and police reports within 24 hours to VP of Programs and appropriate reporting agencies.
- ❖ Complete and submit monthly statistics and reports.
- ❖ Comply with BARM Vehicle Policy
- ❖ Be neatly groomed and represent BARM in a professional and courteous manner at all times.

**Skills and Qualifications:**

- Christian with a compassion for the homeless, addicted, and mentally ill
- Valid California driver’s license – acceptable motor vehicle record
- Highly trustworthy and conscientious – dependable and responsible
- Knowledgeable in warehouse operations, shipping/receiving, and inventory control
- Honest, trustworthy, adaptable and conscientious – able to exercise sound judgment and common sense
- Good team player, able and willing to carry out functions while honoring BARM core values and work collaboratively with staff, volunteers and residents. Flexible - may require the ability and willingness to change operational focus in a limited time frame
- Computer literate
- Must be able to read, write and perform basic mathematical computations
- Able and willing to receive and follow instructions
- Personable, courteous, respectful and professional in interactions with others
- Able to safely complete duties in a timely manner
- Knowledge of the Bay Area and able to read a map
- Physically fit, knowledge and use of safe handling and lifting techniques
- Requires the ability and willingness to work flexible hours including some weekend hours

**Working Conditions/Physical Factors:**

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

Requires working in inclement weather and occasional odd hours

Sitting – *Frequently*

Lifting/Loading up to 50 lbs independently, more with assistance - *Frequently*

Bending – *Frequently*

Reaching - *Frequently*

**Equipment/Tools Used:**

Computer, Phone, Pallet Jack, Forklift, Dolly

**Education/Experience:**

High school completion or equivalent

One year previous related driving and/or warehouse/loading experience

**Requirement:**

The Bay Area Rescue Mission is a privately funded 501 (c)3 non-profit, evangelical Christian ministry. Our designated purpose is religious and we are a Christ-centered ministry which is dedicated to sharing the Gospel and helping the homeless and impoverished. We consider every position to be essential in the fulfillment of our ministry and Statement of Purpose. As such, each employee must have a relationship with Jesus Christ as their personal Savior and Lord. All employees must:

- Be able and willing to share the Gospel and participate in all of the ministry activities of the Bay Area Rescue Mission;
- Subscribe to the Bay Area Rescue Mission Statement of Faith and Qualifications for Employment upon hire and continuously while employed;
- Adhere to the Bay Area Rescue Mission Employee Handbook.

This position requires a Conflict of Interest Statement and a Confidentiality Statement.

***My signature below acknowledges that I have read and understand the job description as described herein. I understand that this job description is not all-inclusive and that employment is At-Will.***

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Signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_