Job Description

Job Title: Warehouse Manager
Department: Programs
Reports To: VP of Programs
FLSA Status: Exempt
Date Revised: October 2022

SUMMARY OF POSITION:
This position is part of the Program Leadership team and is expected to motivate, delegate, respond to feedback, and solve problems. Responsible for overseeing the safe and accurate receipt, storage, and timely dispatch of Gift-In-Kind (GIK) donated goods. Ensure workplace health and safety requirements are met and that the handling and dispersal of goods is compliant with BARM standards and protocols. The Warehouse Manager must be a born again believer who is called of God to the ministry of rescue. Such a calling will be evident in the attitude and actions of the Warehouse Manager when dealing with co-workers, staff, residents, guests, volunteers, public, etc.

DUTIES & RESPONSIBILITIES:
- Motivate the team, delegate responsibilities, respond to feedback and solve problems.
- Perform all administrative duties of the warehouse.
- Perform basic functions in software programs including iSolve, SPERO System, EXCEL.
- Complete monthly warehouse operations report and submit by deadline to VP of Programs.
- Provide supervision to departmental staff: schedule, discipline, train, and 90 day and annual evaluations.
- Provide Quarterly (minimum) department trainings as related to the warehouse. Submit training documents including a survey to VP of Programs.
- Hold biweekly department meetings with department staff and volunteers.
- Hold weekly one on one meetings with each staff member.
- Procure Gift-In-Kind (GIK) donated goods and additional community partners.
- Oversee the safe and accurate receipt, storage, and timely dispatch of the donated goods.
- Ensure that the Food Services pantry the Distribution Center are properly stocked for distribution at all times based upon availability of supplies.
- Schedule pick-ups of major donations, work with vendors and points of contact to provide good rapport.
- Know the material operating needs for all BARM programs and operations and coordinate with department heads to distribute such items.
- Develop and maintain a well thought-out storage plan for GIK material that maximizes total available “cube” space in warehouse, including material requiring special attention (e.g., perishable items, fragile items, valuable items).
- Collect GIK donations receipts from other Program departments and submit daily for input and acknowledgement.
- Conduct a quarterly physical inventory of warehouse items, compiling inventory records and preparing reports as needed.
- Help support as needed, multi-department efforts in the procurement of GIK donated goods.
- Ensure that work zones clearly separate foot traffic from lift vehicle operations. Clearly defined and visible methods are to be used and strictly adhered to that promote the safety of our staff, volunteers and students in the warehouse.
- Define and oversee Warehouse projects.
- Ensure that lift equipment is properly used at all times and is properly serviced and maintained.
- Ensure that proper material handling techniques (e.g., lifting techniques) are taught to and utilized with warehouse staff, including volunteers and residents assigned to the warehouse.
- Ensure that warehouse floor is swept clean at the end of each shift and that all equipment and warehouse supplies are neatly and properly stored and put away.
- Provide training, supervision, and feedback to men in the Recovery Program as part of the vocational training process, emphasizing character and work ethic based traits.
- Coordinate with Volunteer Manager in implementing, training, and engaging volunteers.
- Assist BARM volunteers and students in an expedient and courteous manner.
- Maintain a clean and organized work space; comply with OSHA regulations and BARM standards.
Serve community students and address and resolve client concerns, as relevant.

- Interview individuals to determine needs; make referrals as necessary
- Treat students with dignity and respect and promote such in all interactions (volunteers, staff, guests).
- Take opportunity to pray with students and/or offer biblical encouragement as appropriate.

Coordinate and schedule with Driver to ensure the pickup and delivery of GIK to partnering agency students.

Network with related service providers and donors within community in an effort to procure needed goods and services for community students; attend community meetings as requested.

Work collaboratively with other BARM management and staff to advance the ministry of BARM; attend all required meeting including, program meetings, staff meetings, and other meetings as requested.

SKILLS & QUALIFICATIONS:

- Committed Christian, interested and willing to work with homeless, addicted, mentally ill and impoverished, able to share the Gospel through words and actions.
- Knowledgeable in warehouse/distribution center operations, shipping/receiving, storage, and inventory control (5 years of experience in managing warehouse and/or distribution center activities).
- Honest, trustworthy, adaptable and conscientious.
- Good team player, able and willing to carry out functions while honoring BARM core values and work collaboratively with staff, volunteers and residents.
- Good interpersonal skills, able to interact with donors courteously and clearly.
- Strong logistic management skills, able to problem solve, think analytically, and make sound decisions
- Able to manage time and volunteers and residents to effectively fulfill associated duties
- Computer literate, proficient in Word, Excel, internet and email
- Requires attention to detail and organization; able to perform in a fast-paced environment while treating people with courtesy, respect and sensitivity
- High energy and productivity level
- Previous forklift operation desired
- Able to read, write, and perform basic mathematical computations
- Valid Active California state driver’s license

WORKING CONDITIONS/PHYSICAL FACTORS:

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

- Stand on hard surfaces for extended periods of time - continuously
- Able to lift up to 50 lbs - frequently
- Requires regular interaction with homeless, impoverished, and mentally ill individuals.
- Exposed to dust, odors, noise and fumes
- Climb stairs – Occasionally
- Sitting, standing, climbing, bending, lifting, reaching, walking – Continuously on a rotating basis
- Good manual dexterity and fine motor skills

EQUIPMENT/TOOLS USED:

- Computer
- Two-Way Radio
- Forklift
- Copier
- Phone
- Dolly
- Pallet Jack

EDUCATION/EXPERIENCE

- Minimum 3 years warehouse management experience
- Previous experience working with poor, homeless, addicted preferred
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.*

_______________________________________    ____________________________________   ____________________
Signature      Printed Name    Date