



## **JOB DESCRIPTION**

### **Warehouse Lead**

Job Title: Warehouse Lead  
Department: Warehouse Distribution  
Location: 200 Macdonald Ave. Richmond, CA  
Reports To: VP of Programs  
FLSA Status: Non-Exempt  
Date Revised: March 26, 2025

#### **SUMMARY OF POSITION:**

The Warehouse Lead will assist the VP of Programs oversee daily warehouse operations while ensuring efficiency, safety, and organization. This role is essential for maintaining smooth operations within the warehouse, ensuring that products are received, stored and picked up correctly, and that workers are safe and productive. The Lead will ensure that the handling and distribution of goods complies with BARM standards and protocols. The Warehouse Lead must be a born-again believer who feels called by God to the ministry of rescue. This calling should be evident in their attitude and actions when interacting with co-workers, staff, residents, guests, volunteers, and the public, etc.

#### **DUTIES & RESPONSIBILITIES:**

1. Assist with the oversight of warehouse staff including scheduling, training, and providing regular feedback to VP on performance and 90 day and annual evaluations.
2. Perform basic functions in software programs including iSolve, Mission Tracker, Feeding America System, EXCEL.
3. Assist with overseeing the process for intakes and distribution for the warehouse.
4. Assist with facilitating warehouse projects.
5. Complete monthly warehouse operations report and submit by deadline to VP of Programs.
6. Provide Quarterly (minimum) department training related to the warehouse. Submit training documents, including a survey, to the VP of Programs.
7. Hold biweekly department meetings and weekly one on one meetings with department staff and volunteers.
8. Procure Gift-In-Kind (GIK) donated goods and additional community partners.
9. Oversee the safe and accurate receipt, storage, and timely dispatch of the donated goods.
10. Coordinate food donations with the Kitchen to ensure it is properly stocked and distributed. Schedule pick-ups of major donations, work with vendors and points of contact to provide good rapport.
11. Know the material operating needs for all BARM programs and operations and coordinate with department heads to distribute such items.
12. 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).
13. Collect GIK donation receipts from other Program departments and submit them daily for input and acknowledgment.
14. Coordinate and schedule with Driver to ensure the pickup and delivery of GIK to partnering agency student.
15. Network with related service providers and donors within the community to procure needed goods and services for community students; attend community meetings as requested.
16. Help support as needed and multi-department efforts in procuring GIK donated goods.
17. Ensure that work zones clearly separate foot traffic from lift vehicle operations. Clearly defined and visible methods must be used and strictly adhered to to promote the safety of our staff, volunteers, and students in the warehouse.
18. Maintain a safe, clean, and organized workspace; comply with OSHA regulations and BARM standards.
19. Ensure that all equipment (forklift, baler, etc.) is properly used, serviced, and maintained at all times.
20. Ensure proper material handling techniques (e.g., lifting techniques) are taught to and utilized with warehouse staff, including volunteers and residents assigned to the warehouse.



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21. Provide training, assistance with oversight, and feedback to men and women in the Recovery Program as part of the vocational training process, emphasizing character and work ethic-based traits.
22. Coordinate with the Volunteer Manager in implementing, training, and engaging volunteers.
23. Treat students with dignity and respect and promote such in all interactions (volunteers, staff, guests).
24. Take the opportunity to pray with students and/or offer biblical encouragement as appropriate.
25. Work collaboratively with BARM leadership and staff to advance the ministry of BARM; attend all required meetings, including program meetings, staff meetings, and other meetings as requested.

#### SKILLS & QUALIFICATIONS:

1. Committed Christian, interested and willing to work with homeless, addicted, mentally ill and impoverished, able to share the Gospel through words and actions.
2. Knowledgeable in warehouse/distribution center operations, shipping/receiving, storage, and inventory control.
3. Honest, trustworthy, adaptable and conscientious.
4. Good team player, able and willing to carry out functions while honoring BARM core values and work collaboratively with staff, volunteers and residents.
5. Good interpersonal skills, able to interact with donors courteously and clearly.
6. Able to problem solve, think analytically, and present sound recommendations to VP of Programs.
7. Able to manage time effectively to fulfill duties.
8. Able to perform in a fast-paced environment while treating people with courtesy, respect and sensitivity
9. High energy and productivity level
10. Previous forklift operation desired
11. Able to read, write, and perform basic mathematical computations
12. Valid Active California state driver's license

#### WORKING CONDITIONS/PHYSICAL FACTORS:

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

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

#### EQUIPMENT/TOOLS USED:

|           |               |                                  |
|-----------|---------------|----------------------------------|
| Computer  | Two-Way Radio | Stand Up and Sit down Forklift   |
| Forklift  | Copier        | Manual and Electric Pallet Jacks |
| Phone     | Dolly         |                                  |
| Box Truck | Baler         |                                  |

#### MINIMUM REQUIRED EDUCATION/EXPERIENCE

- High School Diploma or GED
- Minimum 3 years warehouse 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



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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. I understand that this job description is not all-inclusive.***

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date