Florida Baptist Children's Homes|One More Child is an equal opportunity employer

Part Time Warehouse Worker

Department: Child Hunger
Reports To: Director of Warehouse
Recruited By: Executive Director of Operations
Approved By: Vice President of Church Relations and Strategic Operations
Organizational Unit: Headquarters
Status: Part Time
Classification: Non-Exempt

JOB SUMMARY

The primary responsibility of this position is to work in the Harold Clark Simmons Compassion Center food warehouse area to help organize, stock, and select the food items and package food boxes and pallets for community clients. The position requires loading and unloading of product from semitrailers using pallet jacks and forklifts.

ESSENTIAL DUTIES AND FUNCTIONS

- Assist Director of Warehouse regarding operations of the warehouse through such duties as accepting food donations from various vendors, partners, and other agencies.
- Help organize and stock warehouse shelves and pallet racks.
- Assist in ensuring safe food practices occur and food defense systems are followed.
- Assist with inventory process, rotating stock, documentation of metrics and utilization of data base system.
- Assist and help with distribution of food to soup kitchens and pantries.
- Ensure safety and cleanliness of the food warehouse areas.
- Assist warehouse personnel/volunteers with any pick-ups or deliveries as needed or assigned.
- Assist volunteer groups that serve in the Harold Clark Simmons Compassion Center.
- Follow any protocol regarding daily procedures and routines to ensure productivity, safety, and cleanliness.
- Ensure all interactions with donors, clients, and families are maintained with confidentiality except by law to report.
- Willing to work Saturdays when needed.
- Other assignments as needed or requested by the Director of Warehouse.

MINIMUM QUALIFICATIONS

- Pass all required background screenings.
- Good mobility for bending, reaching, placing items on shelves, lift up to 50 pounds of weight.
- Ability to follow directions and willingness to work in a team environment.
- Strong customer service, interpersonal skills and communication skills.
- Patience and positive attitude.

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS

- Excellent organizational skills.
- Customer service skills.
- Ability to build effective professional working relationships internally and externally.
- Effective communication skills, attention to detail, and ability to multi–task, stay organized.
- Presents him or herself outside the agency in a manner in keeping with the FBCH's core values and mission statement.
- Ability to maintain confidential information.
- Promote a team culture and work as part of a team.
- Exhibit a positive attitude and have ability to handle difficult situations.
- Adept at problem solving, decision making abilities, and conflict resolution skills.
- Empathy and ability to work with people from disadvantaged, marginalized, or socially excluded backgrounds.

SPIRITUAL QUALIFICATIONS

- Must have had a personal conversion experience with Jesus Christ and been scripturally baptized.
- Must have a sense of commitment to ministry through vocation.
- Possess a sincere desire to seek God and His kingdom.
- Demonstrate personal and devotional habits and practices such as Bible study, prayer and daily meditation.
- Accept the Baptist Faith and Message Statement (2000). Be familiar with the general theological beliefs of Southern Baptists.
- Be a member of a New Testament, evangelical Church in the local community and attend regularly.
- Engage in witness activities as a normal part of life.

PHYSICAL DEMANDS

These physical requirements are not exhaustive and FBCH/OMC may add additional job-related physical demands to these if the need arises. Corrective devices may be used to meet these physical requirements.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel. The employee is occasionally required to walk and reach with hands and arms. The employee must be able to operate a forklift. Specific vision abilities required by this job include close vision.

This job requires the ability to work in stressful conditions from time to time and remain focused for extended periods of time. The ability to lift up to 50 pounds (boxes, documents, or equipment).

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Job functions are performed in a warehouse setting.

I understand this job description is not intended to be an "all-inclusive" list of the requirements of this position, but to describe the general nature of the job and a reasonable representation of its activities. I also understand that additional related responsibilities may be identified by the company and listed as such in my performance appraisal.

Print Name: _____

Signed: _____

Dated: _____