



**POSITION:** Warehouse Assistant – Part Time  
**REPORTS TO:** Operations & Logistics Manager  
**CLASSIFICATION:** Non-Exempt  
**REVISION DATE:** August 2022

#### **POSITION DESCRIPTION**

Under the general supervision of the Operations & Logistics Manager, the Warehouse Assistant is responsible for processing incoming goods, picking and filling orders from stock, moving inventory, and assisting with deliveries. The Warehouse Assistant will always have an open line of communication with the Operations & Logistics Manager.

#### **ESSENTIAL FUNCTIONS**

- Perform daily warehouse-related activities, including but not limited to, loading, and securing beds and other items for transportation
- Unload deliveries and purchased items
- Organize and consistently label warehouse products for efficient and effective operations
- Sort and place inventory in steel and around the warehouse as appropriate
- Prepare bulk items for outgoing In-Kind gift distribution
- Supervise and support episodic volunteers ensuring efficient operations and outstanding quality to clients
- Set up special events and distribute event materials
- Collect complete donor contact information for all In-Kind donated items
- Practice and maintain OSHA safety standards
- Operate forklift, pallet jack, and motor vehicle

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Other duties may be assigned as necessary. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the job.

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of proper safety procedures, equipment maintenance, and warehouse best practices
- Must be able to multi-task, establish priorities, and organize efficiently
- Ability to safely operate forklift
- Strong verbal and written skills
- Ability to establish and maintain effective working relationships with a range of people from employees to volunteers to clients



- High school diploma/GED and one-two years' warehouse or equivalent combination of experience and education

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. This position requires standing, walking, lifting, squatting, reaching, and bending for extended periods of time. Physical ability to regularly lift and carry materials weighing 25 pounds, and frequently up to 50 pounds. Good hand-eye coordination is essential. Requires ability to receive information through oral communication both in-person and on telephone. Manual dexterity needed for using computer keyboard. Must have adequate vision to operate computer and complete paperwork.

### **WORK ENVIRONMENT**

This job operates in a non-climate-controlled warehouse environment near outside weather conditions. The role occasionally uses standard office equipment such as assigned workstation, computer, phone, copier, and file cabinet.

### **CONCLUSION**

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by the job holder. This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position. The Company reserves the right to change, amend, add, delete, and otherwise assign any and all duties, responsibilities, and position titles as it deems necessary to meet the needs of the business.

### **COMPENSATION & BENEFITS**

Position offered at \$14.50-\$17.50 per hour, part time. Voluntary participation in 403(b)retirement program (employer match offered). Employer paid gym membership. Seven holidays are observed as days off. Must be willing to work flexible hours and days, 20-30 hours a week, and evening and weekend hours as needed. Flexibility is necessary in this position.

### **HOW TO APPLY:**

Applications accepted until the position is filled. Please send cover letter and resume to: Admin@azhelpinghands.org. No phone calls please, only applicants selected for interviews will be contacted.

Our Agency is an equal opportunity employer and values a diverse workforce and an inclusive culture.