



GRACE BRIDGE WAREHOUSE ASSOCIATE

JOB DESCRIPTION

The Warehouse Associate's primary job is to help with donation intake, sorting of donated items, and loading/ unloading for transit to our resale stores. This role will also help with custodial maintenance and general organization of the warehouse. In addition, this team member could assist with donation pick-up or drop-off and other vital tasks as needed. All warehouse team members work closely with donors, community members and business leaders. It is important this person have good communication skills, a desire to serve others as well as a strong work ethic.

DUTIES AND RESPONSIBILITIES

- Unloading donations from donor vehicles
- Loading trailers/trucks for deliveries
- Sorting incoming donations based upon current processes and intake needs
- Custodial Duties such as sweeping, removal of trash, cleaning the bathroom as needed
- Assist with donation pick-ups and deliveries
- Assisting with on-site volunteer groups
- Committed to providing excellent customer service
- Ability and willingness to move with purpose and a strong sense of urgency
- Accuracy and attention to detail
- Ability to organize and prioritize a variety of tasks/projects

REQUIRED QUALIFICATIONS

- Able to lift up to 50lbs
- Able to work weekends and holidays
- Able to work outside in hot/cold temperatures
- Must be service minded