



Warehouse Associate

Reports to: Distribution Manager

Position Description: This position is responsible for supporting warehouse operations by managing the ministry's execution of all volunteer experiences. This position is expected to **plan, organize and prepare for volunteers in a way that ensures all volunteer experiences are of an excellent standard**. Operate in a way that honors the fact that everyone we come into contact with is an opportunity to show the love and saving grace of Jesus Christ.

Primary Responsibilities:

- Manage and develop individual volunteers and volunteer groups to not only execute associated tasks but encourage spiritual growth while showing the love of Jesus with a focus on building volunteer teams and developing volunteer leaders
 1. Build relationships with volunteers while attempting to engage them further both spiritually and professionally
 2. Develop projects and tasks for volunteers in advance of their arrival that make sense for their age as well as the ministry's needs
 3. Greet and receive volunteers in a timely and friendly way ensuring they are familiar with the ministry and its mission
 4. Direct and guide volunteers to the appropriate task including making sure they have all of the supplies and directions they need and provide the training necessary to ensure an effective and productive service time
 5. Manage the volunteer's experience including continuing to serve as their point of contact for any needs or questions throughout their time of service and engage with them throughout their service time
 6. Encourage volunteers to serve alongside us again including attempting to get a long-term commitment with a consistent schedule (i.e. every Wednesday, every 1st Thursday, etc)
 7. On a rotation with the rest of the Warehouse Operations Team (every third time) serve as the warehouse staff member on call for Friday Night Distribution
- Serve as a support for all ministry operational needs including but not limited to:
 1. Organize and facilitate receiving & movement of product through use of a forklift, pallet jack or other necessary means
 2. Ensure product is received & distributed in accordance with the appropriate procedures and reporting processes
 3. Receive & unload trucks and other shipments including ensuring the product is stored in the appropriate location

4. Receive, distribute and inventory cooler and freezer for long periods of time
 5. Support all other ministry staff members, specifically the rest of the operational team, with any needs they may have ensuring we are all working as a team
- Serve as the warehouse point of contact for all care box needs including but not limited to:
 1. Ensuring we are prepared at the beginning of every day for any emergency box needs that may arise throughout the day
 2. Working with the care box teams to ensure they are prepared and have the product they need
 - Other projects and duties as assigned as we continue to grow and evolve

Hours & Minimum Requirements:

- Monday – Friday – 8a – 4p plus additional evenings and weekends as needed (i.e. Friday Night Distribution, Operation Blessing delivery, weekend events, weekend groups, etc.)
- A desire to further the ministry of Hill Country Daily Bread
- Friendly and kind with a servant mindset
- Ability to manage volunteers both individually and as a group
- Desire and ability to work in a team environment
- Certified to drive a forklift
- Ability to tolerate hot, cold and freezing temperatures for long periods of time
- Attention to detail
- Takes initiative but doesn't work in a silo
- Working knowledge of MS Office, Google Docs
- Ability to trouble shoot issues
- Effective communication skills a must
- Self-driven, outgoing and fun with the ability to learn and adapt quickly