



Job Title: Warehouse Crew Member
Department: Warehouse
Reports To: Warehouse Operations Manager
FLSA Status: Non-Exempt

General Description of Work:

The purpose of this position is to provide support for all Warehouse operations, ensure the smooth flow of goods in and out of the warehouse, and build relationships that lead to life-change.

Essential Functions:

The primary objective of the position is to provide support for all warehouse operations. Primary functions are as follows:

- Systematically organizing and storing all goods that are incoming and stored at the warehouse
- Drive various routes to pick-up and deliver goods or supplies.
- Ensuring the timely completion of tasks and roles of VMM's various social enterprises.
- Assist with volunteer groups when they are present in the Warehouse.
- Assist with various maintenance projects and tasks as appointed.
- All other responsibilities as directed by the Director of Outreach.

Qualifications:

- Minimum high school diploma or equivalent.
- The person must possess strong organizational skills, be energetic, self-motivated, demonstrate effective interpersonal and communications skills.
- Must be willing to be a part of a team.
- Ability to drive or obtain transportation to meetings and events.
- Forklift certification, or expected to be completed within the first 30 days of employment.
- Class E license, or willing to acquire it within 30 days of hire.

Personal Attributes:

- Must agree with Victory Mission & Ministry's Statement of Faith.
- Have a personal relationship with Jesus Christ that is mature in faith, filled with the Holy Spirit and dynamically growing in personal discipleship.
- Manage time efficiently to enable streamlined operations.
- Strong interpersonal relationships with the intent to grow and lead by example
- Possess personal integrity and live a life beyond approach.
- Actively engaged in a local New Testament Gospel-centered church.

- Possess a heart of compassion and care towards those who are homeless, broken by life trauma and stigmatized by society as deplorable, hopeless or beyond restoration.
- Demonstrate a courteous and approachable attitude with staff, clients, volunteers and the public.

Equipment Used:

- Microsoft Office, Google Apps for Business and other Victory-related databases (MissionTracker, Payroll Server).
- Forklift, and various lift trucks
- Power tools

Physical Demands:

Typically, the employee will be asked to stand for an extended period of time, move from place to place, and drive a forklift. Other times will be seated at a desk. Be able to lift up to 50 lbs when needed.

My signature below acknowledges that I have read and understand the job description listed above:

Signed: _____

Date: _____

Print Name: _____

Date: _____

Supervisor: _____

Date: _____

Print Name: _____

Date: _____