



**Position: WAREHOUSE ASSISTANT / FACILITIES**  
**Report to: Warehouse Facilities Supervisor**

**Purpose of Position:**

1. Provide assistance in all areas of the warehouse

**Principal Responsibilities include but not limited to:**

1. Assemble / Disassemble any baby equipment donated or purchased
2. Assist with delivering beds from the pod to the client's car
3. Assist unloading bed delivery into the bed storage area
4. Assist when needed in 1<sup>st</sup> sort, 2<sup>nd</sup> sort, and receiving in-kind donations
5. Assist with loading 3<sup>rd</sup> party donations (upwards of 30+ lbs.)
6. Keep the property clean of debris
7. Collect all trash at the end of the day and deposit into the dumpster
8. Run the duster over the floors at the end of the day
9. Learn other areas of the warehouse as needed

**Additional Information:**

1. Prolonged periods standing and organizing
2. Interacting with donors, volunteers, staff, and supervisors
3. Ability to lift 30 pounds
4. Fifteen-minute break during shift permitted
5. Hours: 8:00am-2:00pm Wednesday, Thursday, Friday and the 1<sup>st</sup> and 3<sup>rd</sup> Saturday of the month
6. Strong Communication Skills are a must
7. Additional days and hours may be necessary plus any annual events

I have read, understand and will comply with the duties described above for the Warehouse Assistant.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Warehouse Manager's Name: \_\_\_\_\_

Warehouse Manager's Signature: \_\_\_\_\_ Date: \_\_\_\_\_