



Position: WAREHOUSE ASSISTANT / FLOATER
Report to: Operations Manager

Purpose of Position:

1. Provide assistance in all areas of the warehouses where needed / Floater

Principal Responsibilities include but not limited to:

1. Assist in 1st sort – sorting in-kind donations received
2. Assist in 2nd sort – replenishing clothes on racks / shelves and preparing inventory bins
3. Assist with housewares / toy area – sorting through non-clothing donations and placing / displaying on appropriate shelves for clients
4. Assist with receiving in-kind donations and recording on MTaB database
5. Keep product on the floor stocked (socks, clothes, housewares)
6. Operations Manager may ask you to fill in where needed as needed
7. 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 20 pounds
4. Fifteen-minute break during shift permitted
5. Hours: 8:00am-2:00pm Wednesday, Thursday, Friday and the 1st & 3rd Saturday of the month
6. 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: _____

Operations Manager Name: _____

Operations Manager Signature: _____ Date: _____