

# Warehouse Assistant/Floater

Part-time

Non-Exempt



**More Than a Bed**

*Foster & Adoptive  
Family Resource Center*

## About More Than a Bed

More Than a Bed is a non-profit organization that provides essential items—beds, clothing, shoes, diapers, toys, and more—at no cost to foster, kinship, and adoptive children and families. This support not only helps ease the financial stress of caregiving, it helps a child to feel seen and valued. More Than a Bed has served Southern Arizona since 2014, providing support for nearly 3,000 children each year. Learn more at [www.morethanabed.org](http://www.morethanabed.org).

## Job Summary- Warehouse Assistant/Floater

As a Warehouse Assistant/Floater you will be vital in handling donated goods, maintaining warehouse organization, and ensuring efficient distribution to the More Than a Bed Resource Center. This position supports the MTaB Warehouse Lead by processing and sorting donations to meet MTaB standards and ensuring the smooth operation of the warehouse. This position will provide assistance in all areas of the warehouses as needed.

## Responsibilities

- Assist with receiving in-kind donations and recording on MTaB database
- Assist in 1st sort- sorting in-kind donations received
- Assist in 2nd sort- replenishing clothes on racks/shelves and preparing inventory bins
- Assist with placing/displaying donating goods on appropriate shelves for clients
- Keep product on the floor stocked (socks, clothes, housewares)
- Learn other areas of the warehouse as needed
- Warehouse supervisors may ask you to fill in where needed as needed

## Additional Information

- Standard Hours: 8:00am-2:00pm every Wednesday, Thursday, Friday, and the 1st & 3rd Saturday of each month
- Must be punctual, reliable, and flexible with scheduling
- Role requires interaction with donors, volunteers, staff, and supervisors
- Additional days and hours may be necessary
- 20-minute break during shift
- Background check will be required

## Work Environment

- Work is primarily performed in a warehouse environment, including dust exposure, noise, and fluctuating temperatures
- Requires adherence to safety protocols and may require use of personal protective equipment (PPE) as needed
- May involve occasional outdoor work or deliveries depending on organizational needs

# Warehouse Assistant/Floater

Part-time

Non-Exempt



**More Than a Bed**

*Foster & Adoptive  
Family Resource Center*

## Education Requirements

- High School/GED

## Physical Requirements

- Ability to stand, walk, and move throughout the warehouse for extended periods
- Frequently required to lift, push, pull, or carry items up to 30 lbs.
- Ability to bend, squat, reach overhead, and perform repetitive motions
- Visual acuity to read labels, scan items, and operate warehouse technology
- Manual dexterity and hand-eye coordination to handle equipment and small objects
- Capability to work in a range of environmental conditions, including varying temperatures, noise levels, and possible exposure to allergen triggers.

## Mental & Cognitive Requirements

- Ability to follow verbal and written instructions with attention to detail
- Effective communication skills for interaction with team members and supervisors
- Capacity to work independently and as part of a team in a fast-paced setting
- Basic math and reading skills to complete tasks such as order picking and labeling
- Flexibility to adapt to changing priorities and perform multiple tasks

## ADA Requirements

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the Warehouse Assistant position. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

## EEOC

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or status as a protected veteran.