

Warehouse/Facilities Assistant

Part-time

Non-Exempt



More Than a Bed

*Foster & Adoptive
Family Resource Center*

About More Than a Bed

More Than a Bed (MTaB) 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.

Job Summary- Warehouse/Facilities Assistant

Warehouse/Facilities Assistant plays a vital support role in maintaining the smooth operation of MTaB Warehouses by managing inventory, organizing supplies, and assisting with the assembly, storage, and distribution of in-kind donations. This position provides assistance in all warehouses and ensures the maintenance and safety of all work areas. The ideal candidate is organized, detail-oriented, and comfortable working in a fast-paced, team-oriented environment.

Responsibilities

- Assemble / Disassemble furniture donated or purchased.
- Assist with loading and unloading furniture in storage areas and vehicles
- Assist when needed in 1st sort, 2nd sort and receiving in-kind donations.
- Collecting off-site 3rd party donations (upwards of 30+ lbs).
- Completion of daily, weekly, and monthly cleaning lists
- Conduct weekly inventory counts
- Assist with stocking items in Resource Center
- Other duties as required

Requirements

- Clear and kind communication with donors, volunteers, staff, and supervisors.
- Must be punctual, reliable, and flexible with scheduling.
- Must have a clean driver's license and ability to drive MTaB cargo van.
- Strong written and verbal communication skills.

Preferred Skills/Experience

- Comfortable working on an 11ft. extension ladder
- Knowledge and experience with tools and/or building
- Problem solving (ex: putting furniture together without instructions)

Additional Information

- Twenty-minute break during shift.
- 8:00am-2:00pm Wednesday, Thursday, Friday, and the 1st & 3rd Saturday of the month.
- Additional hours may be required for special events, staff training, and other work-related variables
- Background check will be required

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Work Environment

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

Education Requirement

- High School/GED

Physical Requirements

- Frequently required to stand, walk, bend, stoop, reach, and lift for extended periods.
- Frequently required to walk up and down stairs, while carrying items.
- Regularly required to lift, push, pull, or move objects weighing up to 30 pounds.
- Ability to use hands and arms to handle, carry, or operate tools, equipment, and materials.
- May be required to operate warehouse machinery such as scissor lift (training provided if needed).
- Ability to work in environments with varying temperatures, noise levels, and physical conditions typical of a warehouse setting.

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.