



**Position Title: Receiving & Community Relations Specialist**

**Location: Distribution Services, 401 NW Norris**

**Reports to: Food & Warehouse Coordinator**

**GUIDING VERSE**

*“And God is able to provide you with every blessing in abundance, so that by always having enough of everything, you may share abundantly in every good work.” (2 Corinthians 9:8)*

**SUMMARY OF RESPONSIBILITIES:**

This ministry position focuses on assisting with community relations by providing transportation assistance for donation pick-ups and delivery to specified destinations. Along with all other ministry positions, there is an expectation of sharing the love of Jesus Christ with the guests and visitors of the Topeka Rescue Mission.

**SPECIFIC DUTIES AND RESPONSIBILITIES:**

1. Develops and maintains the flow of food from the warehouse to the kitchen.
2. Collaborates with directors of distribution center and food services for daily ordering, stocking, and rotation of supplies from the Distribution Center to the kitchen.
3. Responsible for transportation needs of TRM, including pick-up of donations, pick-ups and deliveries.
4. Keeps appropriate documentation logs as directed.
5. Assists in day-to-day tasks of the Distribution Center, such as sorting, stocking, preparing food bags, loading/unloading donations, keeping inventory, filling supply orders, cleaning, organizing, etc.
6. Uses a forklift to organize the warehouse as directed.
7. Assists with events or projects as directed.
8. Other duties as assigned.

**EDUCATION AND EXPERIENCE:**

1. High school diploma or completed GED.

**SKILLS, KNOWLEDGE AND ABILITIES:**

1. Ability to work independently and in collaboration with others.
2. Experience driving a box truck or large vehicles.
3. Knowledge of proper safety procedures, equipment maintenance, and warehouse best practices.
4. Strong interpersonal communication skills.
5. Flexibility and a team oriented attitude.

**LICENSES AND CERTIFICATIONS:**

1. Valid KS Driver's License.
2. Forklift Certification or willingness to get certified.
3. ServSafe certification preferred.

**WORKING CONDITIONS & PHYSICAL REQUIREMENTS:**

1. Ability to lift up to 50lbs.
2. Ability to be mobile and to stand for extended periods of time.
3. Must be able to walk up to a mile at a time.
4. Must be able to work outdoors in variety of conditions, including heat and cold.
5. Ability to work in refrigerated and frozen food storage.