



Topeka Rescue Mission Ministry Position Description

Position Title: DC Staff
Location: Distribution Center, 401 NW Norris
Reports to: DC Operations Manager
Date: August 2020

SUMMARY OF RESPONSIBILITIES:

This full-time ministry position focuses on being a team player at the Distribution Center with the day to day responsibilities. This full-time position works at the Distribution Center Monday through Friday from 8-4 daily and performs duties as requested by DC Operations Manager or other assigned staff member. This position requires staff to be flexible and open to changes. Must show compassion to those we serve as well as team members. This position requires willingness to do what it takes to serve those we are serving with a joyful heart. 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:

- Responsibilities include:
 - cleaning in assigned areas.
 - sweeping and/or mopping of the floors
 - restocking food shelves and assist with distribution of food
 - preparation of food bags
 - sorting and stocking items in the supply room
 - gathering items to fill supply orders and preparing them for delivery
 - pulling completion of program supplies for delivery
 - sorting of clothing new and used to help distribute to needed areas
 - gathering of used clothing for the emergency clothing needs at the shelters
 - sorting of used clothing and baling items for recycle
 - help with special events such as Christmas and the Back to School supplies
 - assist with donation pickups or deliveries on the truck
 - assist with other special projects as requested by Supervisor

EDUCATION AND EXPERIENCE:

- High School Diploma or GED preferred
- 1-3 years' experience working in a warehouse environment preferred

SKILLS, KNOWLEDGE AND ABILITIES:

- Attention to detail with strong organizational skills
- Able to follow directions
- Ability to check dates for expired food when sorting food
- Strong customer services skills
- Able to communicate clearly and professionally with staff, volunteers, guests and donors.

LICENSES AND CERTIFICATIONS:

- Forklift certification may be required, depending on the workload
- Kansas Valid Driver's License maybe required if needed to drive DC vehicles.

WORKING CONDITIONS & PHYSICAL REQUIREMENTS:

- Must be able to lift up to 50 lbs.
- Must be able to work outdoors in variety of conditions, including heat, cold, rain or snow.
- Must be able to stand for extended periods of time.
- Must be able to walk up to a mile at a time.