



MINISTRY DESCRIPTION

Title: Warehouse Lead
Department: Supply Chain
Reports to: Warehouse Manager

Schedule: Regular, Full-time
FLSA: Non-Exempt

Ministry Function:

The Warehouse Lead supports the ministry of Convoy of Hope by assisting the Warehouse Manager in warehouse duties such as loading and unloading of trucks, pest control and warehouse safety.

Essential Duties and Responsibilities:

1. Assist and manage properly receiving of product: unloading trucks, placing product into inventory, etc.
2. Assist and manage the properly handling outbound product: staging loads, loading trucks, etc.
3. Collaborate with Warehouse Manager on various projects and supervisory items as needed.
4. Supervise proper organization of warehouse facility, i.e. trash disposal, warehouse, equipment, and parking lot.
5. Operate forklifts and various equipment for warehouse operations.
6. Maintain an exceptional level of sanitation/maintenance for warehouse and equipment.
7. Assist with Hands of Hope projects.
8. Follows general and equipment specific safety rules. Uses appropriate safety protection equipment and other safety devices.
9. Assist with other duties as requested.

Required, Knowledge, Skills, and Abilities:

1. High School diploma or equivalent required.
2. 5+ years experience in warehouse work.
3. Ability to drive a forklift and other warehouse equipment.
4. Ability to positively contribute to team projects, cooperate with team members and assist supervisors in planning and evaluation.
5. Ability to periodically lift in excess of 50 lbs.
6. Strong leadership and motivational skills for effectively supervising team members as assigned by Warehouse Manager.
7. Serve as an advocate for the ministry, striving to nurture, broaden and develop financial and other resource opportunities to support and expand organizational and program ministry.
8. Ability to positively represent the ministry of Convoy of Hope, including its mission statement and core values, to all outside constituencies.
9. As a Christian organization, Convoy of Hope believes it is critical that each staff member embraces the organization's religious purposes for which it exists and not only agrees with its Statement of Faith but demonstrates it in their lives on an ongoing basis.

Supervisory Responsibilities: Warehouse Assistants and volunteers.