



## MINISTRY DESCRIPTION

**Title:** Warehouse Assistant  
**Division:** Operations  
**Working Group:** Supply Chain  
**Reports to:** Warehouse Manager

**Schedule:** Regular, full-time  
**FLSA:** Non-exempt

### Ministry Function

The Warehouse Assistant supports the ministry of Convoy of Hope by handling product in the warehouse, making safety a top priority in all situations.

### Essential Duties & Responsibilities

1. Assists in properly receiving product (unloading trucks, placing product into inventory, etc.)
2. Assists in properly handling outbound product: staging loads, loading trucks, etc.
3. Assists in overseeing proper organization of warehouse facility (i.e. trash Operate forklifts and various equipment for warehouse operations.
4. Maintains and assist in an exceptional level of sanitation/maintenance for warehouse and facilities (i.e. trash disposal, warehouse, equipment, and parking lot).
5. Assists with weekly Hands of Hope projects.
6. Follows general and equipment specific safety rules. Uses appropriate safety protection equipment and other safety devices.
7. All other duties as assigned.

### Required, Knowledge, Skills & Abilities

1. High school diploma or equivalent is required.
2. Previous experience working in warehouse settings.
3. Ability to use a computer for basic data entry; Warehouse Management Systems experience is preferred.
4. Must have forklift certification and prior forklift experience.
5. Ability to safely operation all warehouse equipment.
6. Ability to lift up to 50 pounds routinely.
7. Current Missouri State Driver's License.
8. 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.
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.
10. Ability to positively represent the ministry of Convoy of Hope, including its mission statement and core values, to all outside constituencies.

### Supervisory Responsibilities

This position may supervise volunteers as needed.

Created: September 8, 2005  
Revised: March 15, 2017  
Updated: June 23, 2020