



# White Rock Center of Hope

## Logistics Associate

The White Rock Center of Hope cultivates hope through basic needs and personalized empowerment.

### **Job Summary:**

The Logistics Associate is responsible for assigned logistics tasks supporting the overall operations of White Rock Center of Hope. Additionally, the Logistics Associate performs routine custodial and building maintenance tasks.

### **Reporting Structure:**

The Logistics Associate reports to the Director of Operations, works collaboratively with other staff, and supervises volunteers.

### **Duties/Responsibilities:**

#### Offsite Logistics & Onsite Receiving – 65%

- Builds relationships with all stakeholders, including volunteers, donors and retail partners.
- Operates WRCH vehicles in a safe and courteous manner, maintaining log of all activities.
- Picks up donations from individual donors, businesses, retail partners, food bank, and other community partners using WRCH vehicles and logistics equipment.
- Greets donors using current greeting script and courteously unloads donations from donor vehicles.
- Conducts initial processing of donated items (food, clothing, and hardlines), including weighing and/or counting, quality review, sorting, and moving items to correct area for continued processing, sale, or distribution.
- Records data about donated items based on donation type.
- Maintains logbook for all usage of WRCH vehicles, and reports issues to Director of Operations.
- Discards unusable items in dumpster or recycling dumpster as appropriate.
- Assists in training and supervising logistics volunteers.
- Other duties as assigned.

#### Custodial and Building Maintenance – 25%

- Complete custodial checklists (daily, weekly and monthly) and conduct just-in-time cleaning.
- Perform building maintenance tasks.
- Assist with special projects.

### General – 10%

- Participate in WRCH team, staff, and other meetings, trainings, and activities.
- Maintain a safe work environment at all times by following WRCH safety regulations.
- Immediately report all incidents of theft (both internal and external) to a management team member.
- Other duties as assigned.

### ***Requirements:***

- Servant minded team player.
- Excellent customer service skills.
- Model WRCH values.
- Ability to safely and courteously operate company vehicles.
- Ability to safely move items of varying sizes and weights using appropriate tools, including dollies and pallet jacks.
- 2+ years of experience in logistics and/or receiving is preferred.
- Volunteer management is preferred.

<b>Physical Activities</b> <i>Check all that apply</i>	<b>Frequency</b> <i>(N)Never, (O)Occasionally or (C)Constantly</i>
Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like.	<b>O</b>
Moving self in different positions to accomplish tasks in various environments including tight and confined spaces.	<b>C</b>
Remaining in a stationary position, often standing or sitting for prolonged periods.	<b>O</b>
Moving about to accomplish tasks or moving from one worksite to another.	<b>C</b>
Adjusting or moving objects up to 50 pounds in all directions.	<b>O</b>
Communicating with others to exchange information.	<b>C</b>
Repeating motions that may include the wrists, hands and/or fingers.	<b>O</b>
Operating machinery and/or power tools.	<b>O</b>
Operating motor vehicles or heavy equipment.	<b>O</b>
Assessing the accuracy, neatness and thoroughness of the work assigned.	<b>C</b>

<b>Environmental Conditions</b> <i>Check all that apply</i>	<b>Frequency</b> <i>(N)Never, (O)Occasionally or (C)Constantly</i>
Low temperatures.	<b>N</b>
High temperatures.	<b>N</b>
Outdoor elements such as precipitation and wind.	<b>N</b>

Noisy environments.	<b>N</b>
Hazardous conditions.	<b>N</b>
Poor ventilation.	<b>N</b>
Small and/or enclosed spaces.	<b>N</b>
No adverse environmental conditions expected.	<b>N</b>

<b>Physical Demands</b> <i>Check only one</i>	
Sedentary work that primarily involves sitting/standing.	
Light work that includes moving objects up to 20 pounds.	
Medium work that includes moving objects up to 50 pounds.	
Heavy work that includes moving objects up to 100 pounds or more.	<b>X</b>