



JOB TITLE: Warehouse/Delivery Team Member
JOB CLASS: Non-exempt, Part-time
DEPARTMENT: Programs and Services
REPORTS TO: Warehouse Manager

About Bridging: Bridging, a nonprofit organization empowers people to thrive in their homes by providing quality furniture and household goods for those pursuing housing stability. As a team member you will experience camaraderie, opportunities to learn and advance, autonomy to effectuate change and create impact, and a competitive compensation package

POSITION DESCRIPTION

Position Summary: The Warehouse/Delivery Team Member is responsible for duties in the warehouse, commercial and residential pick-ups, and deliveries to clients. Works with others to ensure the health, safety, cleanliness and security of the work environment.

Qualifications

- Previous customer service experience required
- Previous warehouse/delivery experience preferred
- Ability to lift 50 pounds above head; carry 70 pounds; and push/pull 100 pounds
- Must pass HPE exam, drug screen and become DOT certified
- High School graduate or GED preferred
- Regular attendance required

Work Environment

Physical Requirements

- Frequent standing, walking, lifting, carrying and pushing
- Lifts, carries and pushes objects up to 100 pounds
- Uses telephone and computer
- Ability to perform fine motor skills
- Ability to pass a DOT and physical ability medical exam

Job Responsibilities

- Accurately pulls client orders and loads delivery trucks in a safe & efficient manner; coordinate and assist with in-coming and out-going items
- Works efficiently and safely with other team members to unload trucks and deliver furniture to clients; lead volunteer teams for residential and corporate pick-ups
- Oversee and assist with volunteers and volunteer work crews
- Organize warehouse items in a safe and efficient manner; operates warehouse equipment
- Recycles cardboard, metals, hazardous materials; ensures that warehouse is clean, organized and safe
- Performs other Bridging activities as needed

Job Expectations

Interpersonal Expectations

- Represents Bridging in a positive and professional manner
- Treats others with respect and dignity
- Ability to maintain positive relations with staff, donors, clients and volunteers
- Is sensitive to others needs and concerns and responds in a caring and diplomatic manner
- Conveys enthusiasm for the mission and work of Bridging, Inc.

Service Standards

- Works with the Warehouse Supervisors and other team members to maintain service standards for the organization
- Ensures that clients are managed with dignity and respect and receive access to a choice of high quality goods
- Ensures that all volunteers receive a high quality and meaningful volunteer experience

Teamwork Standards

- Maintains positive rapport with others to achieve Bridging annual goals
- Ability to maintain confidentiality of sensitive information
- Is sensitive and supportive of team members' workload needs and is flexible in meeting needs
- Promotes a positive work environment through attendance at staff meetings and other Bridging events

Professional Growth Standards

- Demonstrates accountability for own actions
- Attends training sessions as needed and as the budget allows
- Communicates with supervisors and other Management Team members

Contact Jennifer Nielsen, Director of Programs and Services, with questions. Jennifer.nielsen@bridging.org