



Support and  
Shelter for  
Overcoming  
Homelessness

<b>Job title</b>	Warehouse Manager		
<b>Reports to</b>	Operations Manager	<b>Position Status</b>	Full Time, 40 hours
<b>Salary Range</b>	\$12.50/hour to start	<b>Assignment</b>	Regular/Benefited
<b>EEO Class</b>	Service Workers	<b>FLSA Status</b>	Non-Exempt
<b>Shift</b>	Days		

## Job Summary

Serve as warehouse coordinator, part of the facility maintenance staff team, for The Road Home's main shelter warehouse. Perform maintenance of dock, organization of warehouse inventory, including food pantry inventory and ordering. Assist the operations team in custodial duties as needed. Some driving of agency vehicles is required.

Our mission is to help people move out of homelessness and into housing in the community. As a leader in the field of homeless and housing services, The Road Home is a strong, vibrant organization continuously seeking to grow and deepen our impact by further developing our programs to end homelessness.

## Duties and Responsibilities

### Facility:

Maintain donation and sorting area of the warehouse. Work includes unloading of donors cars, sorting donations, and maintaining inventory of clothing and other donated items. Maintain dock area. Maintain food pantry, order food, and keep pantry stocked.

### Custodial Staff Support:

Provide support to custodial staff as needed, including cleaning dorm areas, garbage collection, restroom maintenance, cleaning parking lot and outdoor areas, including outdoor garbage containers.

### Equipment Operation and Maintenance:

Safely operate agency landscaping equipment such as leaf blower, lawn mower, quad, snowblower, etc. Perform routine preventive maintenance and repair. Fuel and clean equipment as required.

### Warehouse Volunteer Support:

Serve as lead when volunteer coordinators supply a team of volunteers to assist in the warehouse. Coordinate scheduled volunteer teams with projects such as sorting and organizing donations.

**Agency Enhancement:**

Participate in and support activities and events, including acceptance and completion of additional assignments. Support agency mission, and demonstrate willingness to work and cooperate with others. Participate in training, incorporate new skills into job responsibilities, and share information with co-workers. Interact with peers, residents, volunteers, visitors and the general public in a courteous manner.

**Education and Experience**

High School Graduate or equivalent, required

Experience with diverse populations, preferred

**Skills and Requirements**

1. Must be reliable and dependable.
2. Must be flexible and tolerant of changing priorities.
3. Must have a strong work ethic.
4. Must be able to work independently.
5. Must have the ability to work with diverse populations.
6. Must pass a pre-employment background check and drug screen.
7. Must have a clean driving record and be insurable on the agency auto policy.
8. Basic knowledge of Trauma Informed Care and Housing First philosophies. Willingness to incorporate them into your day to day work.

**Physical and Equipment Requirements**

1. Must be able to perform physical duties, including reaching, pushing, pulling and bending.
2. Must be able to operate a floor buffer and like equipment.
3. Must be able to lift up to 50 pounds.

**Instructions to Apply**

To apply, please email [resumes@theroadhome.org](mailto:resumes@theroadhome.org). Please include the job title ***Warehouse Manager*** in the subject line.

***The Road Home is an Equal Opportunity Employer***