

## Warehouse Associate

### About Giving Children Hope:

Giving Children Hope ([www.gchope.org](http://www.gchope.org)) is a faith-based partner providing sustainable hope across the street and around the world. We do this through a variety of programs including ongoing crisis and disaster response in collaboration with local and global communities. In the local community, Giving Children Hope provides 1200 backpacks full of food to children in need every week. Internationally, Giving Children Hope has shipped food, medical supplies and basic needs to people in crisis in over 30 countries in the last year alone.

### Responsibilities:

The Warehouse Associate is responsible for assisting with general warehouse operations:

- Handling incoming donations and outgoing shipments, ensuring all inventory protocols and updates are followed
- Must be able to receive, sort, stock, move, stage, and load inventory
- Lifting and operating manual handling equipment (pallet jack/forklift)
- Responsible for making deliveries and pickups as scheduled with warehouse and operations department
- This position is required to load and/or unload the truck before and after pickups/deliveries, both on site and off site.
- Must be able to run volunteer groups and give basic training to volunteers
- Maintains the cleanliness of the facility

The Warehouse Associate works under the general supervision of the Warehouse Manager.

### Qualifications

- Class C license and clean driving record are required.
- Prior driving experience with 24' box truck and backing into/driving in tight spaces is required.
- Must have prior experience in shipping and receiving.
- Knowledge of Microsoft Word and Excel is required; QuickBooks experience is preferred.
- Forklift certification and experience with manual handling equipment (pallet jack, forklift) is required.
- Must be able to work with large and diverse groups of people (volunteers and staff members).
- Ability to lift 50 lbs.
- Must be able to pass background and drug tests.
- Dependable daily attendance and work output

Salary: \$12-\$14 per hour, depending on experience. Position is full time; organization hours are Monday-Friday, 8:00 am to 4:30 pm.

Please send a cover letter and resume to [jobs@gchope.org](mailto:jobs@gchope.org) to apply. Please reference "Warehouse Associate" in the subject line. No phone calls or in-person applicants, please.