

Bridging AZ Furniture Bank

AmeriCorps Position Description

Warehouse Worker

Job Title: Warehouse Worker

Service Location: Bridging AZ 25 N. Extension Road, Mesa, AZ 85201

Department: Furniture Bank

Supervisor: Executive Director

Schedule: 10-40 hours per week. Schedule to be agreed upon.

Service Commitment: choose between 320, 480, 700 or 950 service hours.

Service Term: Service hours to be completed before August 31, 2017

Department Summary: Veterans Furniture Project is a new program developed to engage veterans in a woodworking shop environment. The program is geared towards veterans who are unemployed OR disabled OR just wanting to learn new skills helping them transition back into the workforce OR create a business of their own.

Job Description: This position will assist in all functions of warehouse work including inventory, picking up, delivering, repairing furniture and other items.

Essential duties/ Responsibilities:

- Safety – ensure a safe working environment
- Clean and organize warehouse and work areas
- Inventory – follow inventory control guidelines and make suggestions for improvement
- Provide excellent customer service to donors and clients
- Work with volunteers and staff members in warehouse type work
- Identify items that need cleaning/repair and take the initiative to clean/repair items

Education/Experience/Qualifications:

- Highly ethical, trustworthy, dependable
- Positive attitude, team player, flexible
- Must be able to lift 40 pounds and push-pull 100 pounds
- Able to prioritize, support multiple projects, define problems, make decisions
- Effective communication skills: verbal, written, phone
- Self-motivated with strong research, organizational and problem-solving skills
- Outgoing personality with ability to build and maintain relationships
- Member will be required to successfully pass a background check by Mesa United Way

Position Category	Hours	Stipend/Living Allowance	Education Award
Half time	950	\$7,025 = \$7.39 hr	\$2,907
Reduced ½ time	700	\$5,170 = \$7.38 hr	\$2,215
Quarter time	480	\$3,545 = \$7.38 hr	\$1,538
Minimum Time	320	\$2,652 = \$8.28 hr	\$1,230

Mesa United Way is an equal employment opportunity employer and seeks to employ and assign the best qualified personnel for all of their positions in a manner that does not unlawfully discriminate against status or characteristics protected by law.