

Job Description: Warehouse Supervisor

- Reports to Operations Manager
- Status – FT/Exempt
- Location – Warehouse
- Revised: September 2023



Religious Community Services of New Bern, Inc.

SUMMARY OF POSITION:

The Warehouse Supervisor is a key part of RCS' team. The Warehouse Supervisor responsible for receiving, processing, storing, and preparing in-kind food donations RCS. The Warehouse Supervisor is also responsible for managing assigned volunteers, ensuring they are working under safe conditions with appropriate tools/training, and ensuring they log their hours into Volunteer Matters. This position reports directly to the Operations Manager.

DUTIES & RESPONSIBILITIES:

- Responsible for day-to-day warehouse requirements to support RCS programs; this includes processing in-kind grocery store donations, ensuring the community food tent is setup and broken down, and process donations from local churches and partners.
- Responsible for the daily upkeep of the warehouse, equipment, scale, dollies, and hand trucks in accordance with RCS policies, the section Standard Operating Procedures, and Operation Manager direction.
- Responsible for training the assigned volunteers to operate in accordance with RCS policies and section Standard Operating Procedures.
- Responsible for assisting with in-kind donation processing when the daily truck route is completed to support warehouse operations.
- Coordinate efforts with the Operations Supervisor to accomplish warehouse and operation objectives such as stocking the Food Pantry, packing the truck for Operation Outpost, and checking-out food to fill the weekly kitchen menu.
- Responsible for ensuring Operation Outpost, Event Kit, Empty Bowls, Bridge Run, and other event items are inventoried, stored, and secure.
- Responsible for ensuring the proper recording/reporting of all in-kind food donations.
- To be available and on call within reason for any off hours, holiday, or weather-related emergencies.
- These duties/assignments are subject to change and can be modified or added to as needed and agreed upon by the Operations Manager and RCS Executive Director.

SKILLS & QUALIFICATIONS:

- Strong Interpersonal skills - exercise compassion, discernment, and models appropriate boundaries.
- Able and willing to honor the leadership, chain of command, standards, and ministry objectives of RCS.
- Able to work independently.

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- Must maintain a high degree of trustworthiness and reliability.
- Valid driver's license.

WORKING CONDITIONS/PHYSICAL FACTORS:

(Occasionally = 1%-33%; Frequently = 34%-66%; Continuously = 67%-100%)

- Requires working with a diverse population, many of whom struggle with homelessness, addiction, and mental illness – continuously.
- Environment may be odorous due to lack of personal hygiene and intoxication of guests – frequently.
- Requires a sustained level of high energy, stamina, and the ability to move about all the facilities on a regular and ongoing basis – continuously.
- May be extremely loud at times – occasionally.
- May be exposed to behaviorally aggressive guests – continuously.
- May be exposed to unsanitary conditions – continuously.
- See, hear, smell and speak clearly – continuously.
- Standing – continuously.
- Lifting up to 60 lbs. – frequently.

EQUIPMENT/TOOLS USED:

- Company vehicle, hand tools, power tools, riding lawnmower, weed eater, ladder

EDUCATION/EXPERIENCE

- Valid driver's license.

This job description in no way implies that these are the only duties to be performed by this employee. Employee is required to follow any other instructions and perform any other duties requested by their manager/supervisor I understand that employment is always "at-will".

Signature

Date

Supervisor Signature

Date