



Job Title: Warehouse Crew

Department: Furniture Program

Reports to: Operations Manager

Hours: 8:30a – 5p, Tues thru Sat

Pay Range: minimum wage - \$17 reimbursement

Benefits: PTO, 401(k), medical

Job Summary:

Warehouse team members help support the operations of NWFB by do everything from helping with deliveries and pickups, stocking the warehouse floor, cleaning furniture, helping Hope Furnishings, organizing the build shop, and inventory. Warehouse team members are an essential part of the NWFB Team. This is an entry level position with the potential to grow within the company.

Duties/Responsibilities:

- Customer service: interact with our public and corporate donors, and also with our clients. In many cases you are the face of the furniture bank and you must put the client, donor or volunteer first
- Be on time and reliable
- Assist in lifting furniture (must be able to lift at least 75 pounds)
- Spray and tag all incoming donations, enter items into inventory, organize and put away
- Responsible for checking off items as they are loaded on truck and delivered
- Ensure client signs delivery receipt and file them
- Obtain schedule for the day from the Program Manager
- Load truck with items to be delivered from staging area and unload donations when it returns
- Do a daily walk around and safety and cleanliness inspection of the truck
- Prepare Navigation with address and call before each delivery and pickup
- Assign truck member to call client or donor from truck phone 30 minutes prior to delivery or pick up
- Put inventoried furniture out on floor and stage furniture that has been tagged for client delivery in staging area

Required Skills/Abilities:

- One-year customer service experience



- Clean driving record
- Basic computer and smart phone skills

Education and Experience:

- High School Diploma or GED preferred
- Must be 18 years old or older

Physical Requirements:

- Able to lift 75 lbs.