

## **JOB TITLE: DOCK WORKER**

Matthew 25: Ministries is seeking a full time dock worker/forklift operator. This position will assist with sorting and processing donated products, preparing outbound shipments, receiving inbound shipments, and warehousing donated products. This is a physical, fast-paced position that involves lifting, reaching, and standing for long periods of time in a warehouse setting. Forklift and/or customer service experience is a plus. Schedule is 40 hours per week. Some Saturday hours and evening availability is preferred.

### **SCHEDULE**

Full Time, Monday - Friday with occasional non-traditional hours

### **PAY**

\$11.45 / hour + benefits

### **THE SUCCESSFUL CANDIDATE WILL WORK WELL BOTH INDEPENDENTLY AND AS PART OF A TEAM WITH THESE PRIMARY RESPONSIBILITIES:**

- Work alongside teammates to process and sort donated products, preparing them for shipment to people in need. This often includes stacking product onto pallets.
- Assist with loading and unloading trucks.
- Move large quantities of product using a forklift and/or pallet jack.
- Check and count inventory, then follow established logging procedures.
- Accurately follow established safety and security protocol.
- Maintain a clean work area and overall department appearance.
- Transfer finished product to assigned warehouse location.
- Thrive in a fast-paced warehouse environment, which requires long periods of walking, standing, lifting, pulling, etc.
- Maintain a detailed schedule and meet time constraints daily.
- Represent Matthew 25: Ministries in a professional and positive manner at all times.
- Communicate with groups of volunteers, accurately sharing information about Matthew 25: Ministries and our work with the poorest of the poor and disaster victims.
- Answer questions about the Ministry, being willing to research and follow up as needed.
- Accomplish organization's goals by completing related tasks as needed and in a timely manner.

### **REQUIREMENTS:**

- High School diploma or equivalent.
- Prefer 1 year experience in a warehouse setting or similar.
- Strong communication and interpersonal skills.
- Ability to lift 50lbs and stand or walk for the majority of the day.
- Forklift certification is a plus.
- Willingness to be involved in miscellaneous tasks as the needs arise, particularly during disaster responses and special events.