

- Position/Title:** Warehouse Coordinator
- Classification:** Part-time or Full-time, Non-Exempt
- Compensation:** As approved by the Executive Director and Board of Directors. For benefits information, please refer to the SRM Employee Manual.
- Accountability:** Reports to the Director of Operations who will conduct a periodic performance evaluation with input from peers.
- Ministry Purpose:** Consistent with Romans 12:9-15 and Ephesians 4:11-12, the Facilities Maintenance Assistant provide supports to the Director of Operations.
- Responsibilities:** The following constitute the major responsibilities of the Facilities Maintenance Assistant:

**I. Spiritual**

1. Seek to be a role model in attitude, speech, and actions in a consistent daily walk with Jesus Christ.
2. Be prepared to communicate SRM's religious beliefs to volunteers, guests and general public.

**II. Facility Maintenance**

1. Assist in maintaining the Mission buildings, vehicles, equipment, and grounds to include records of safety and security precautions to promote a safe and healthy environment.
2. Oversees the activities of the warehouse and develops warehouse procedures.
3. Maintain a current vehicle driver's license and DOT Physical as required.
4. Become CPR Certified within 1 year of starting date of employment and maintain that certification. SRM will pay for program staff's first CPR training; thereafter it is the staff member's responsibility to maintain his/her CPR certification as a requirement of his/her future employment.
5. Be physically able to lift up to 40lbs with or without assistance. To avoid injuries, always seek assistance while lifting odd sized objects.
6. Participate in seminars, workshops and conventions as assigned.
7. Attend staff meetings and be prepared to share information as needed.
8. Prepare a monthly report of the status of the donations.
9. Supervise RA's/Volunteers assigned to work in the Warehouse.
10. Work with the GAC Staff to maintain inventory of the Give A Way Center.
11. Report any accident/incident to Business Office within 24 hours.
12. Perform other duties as situations require or that are assigned by the Executive Director.

**Qualifications:**

- College degree or equivalent work-related experience with good communication, computer and organizational skills.
- Be a born-again believer in the Lord Jesus Christ as expressed by a personal testimony and Christian conduct. (Rom. 10:9; Gal. 2:20; Titus 3:3-7)

- Regularly attend and be a member in good standing of a recognized Protestant Evangelical Church. (Heb. 10:24-25)
- Have a genuine concern for the salvation of souls and the spiritual welfare of guests and clients. (Matt. 29:18-20; 2 Tim. 2:24-26)
- Agree with, and adhere to, the “Statement of Faith” and policies of the Rescue Mission.
- Abstain from the use of alcoholic beverages, tobacco products, legal (ex. Marijuana) and illegal drugs, and gambling on premises or at any or all Rescue Mission-related functions. Abstain from the use of legal (ex. Marijuana) and illegal drugs and gambling off premises. Abstain from alcohol abuse and intoxication. (Eph. 5:18; Matt. 6:24; Heb. 13:5)
- Have a lifestyle that is free of sexual sin, including homosexuality, pornography, and sexual harassment. (1 John 2:15-16; 1 Cor. 6:9-10; 1 Thess. 4:3-6)
- Have high standards of personal hygiene and housekeeping relative to appearance, clothing and office area. (I Cor. 6:19-20; Luke 16:10)
- Have the ability to work in harmony with other staff members as a team player. (Phil. 2:1-4)

This job description covers the most significant duties but does not exclude other assignments not mentioned such as training assignments, related duties or temporary assignments.

Reasonable accommodations provided for an employee with disabilities will be determined on an individual basis, influenced by the specific needs of the individual employee and the resources of the Springfield Rescue Mission.

It is our sincere hope that your association with the Springfield Rescue Mission will be of long duration and that it will be rewarding and beneficial to you, the Springfield Rescue Mission and those we serve. However, the Springfield Rescue Mission has the right to terminate an employee at any time without cause and the employee has the right to leave at any time as per our “At Will Employment Policy”.

**I hereby agree that this is a Christian ministry. In accepting this position, I agree to adhere to the SRM “Statement of Faith”, as found in the Employee Manual.**

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Signature

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Date