

greeNest Warehouse Assistant

-- January 2019 --

The **Warehouse Assistant** will report to the Warehouse Manager and also be responsive to management and volunteers. The candidate will need to understand and appreciate the non-profit mission and charitable goals of **greeNest**. First and foremost be willing to make genuine efforts to serve our diverse client base and realize they are our primary focus; project a positive attitude and be flexible in a sometimes hectic work environment.

Will be expected to unload donations from vehicles and trucks; when necessary pick up donations; and, when required, make deliveries to partner agencies; have a flexible work schedule to routinely include two weekdays and one Saturday per month.

Checks quantity and quality of items received; unpacks and stores donations and other items; distributes donations, supplies and inventory to volunteers and sorting areas.

Performs special duties related to storeroom operations; assists in routine and special inventories; cleans warehouse, office areas; maintains **greeNest** grounds and parking area.

Desired Traits and Skills:

- ✓ strong organizational skills
- ✓ have a working knowledge of carpentry, electricity and plumbing
- ✓ make simple repairs to donations and gN items
- ✓ working knowledge of modern storeroom and inventory practices; ability to count a variety of inventory and supplies accurately and thoroughly
- ✓ work indoors and outdoors and may be exposed to changing weather, adverse smells and sights, loud sounds, and repetitive operations
- ✓ excellent communication skills

Should possess a valid NC Driver's License; be willing to undergo a background check and a drug test; able to lift or move large and small objects of 50 lbs. or more; negotiate tight spaces and moderate heights

Please send resume with cover letter and three references to
greenestws@gmail.com