



Neat Used Things for Sale

a different kind of resale store



JOB ANNOUNCEMENT

Warehouse Team Leader (Food Focus)

Progressive non-profit seeking manager for food distribution service

This is a part-time position between 35-38 hours,
in addition to extended hours for special events.

Education and Experience:

High school diploma or equivalent + 2 years of experience required

Beginning Salary: \$15 per hour

IMPORTANT

Thank you for inquiring about the Warehouse Team Leader position at The Good Samaritan Center.
Attached is a job description and an application for employment.

Please complete and return to:

The Good Samaritan Center
P.O. Box 4955 - Jackson, MS 39296-4955

Or bring to NUTS at 114 Millsaps Avenue, Jackson, MS 39202

Wednesday - Friday 10:00 a.m. - 5:30 p.m.
Saturday 10:00 a.m. - 5 p.m.

Interviews:

Candidates will be contacted for in-person interviews.

Job Title: Warehouse Team Leader (Food Distribution)

Department: Jackson Social Services | Reports to: Director of Operations

Supervises: Warehouse Assistants, Interns, Volunteers, Community Service Trustees

Job Summary:

Assisting families and individuals in emergency situations by making sure that there are adequate material resources (food, personal care items, and house cleaning items), that these resources are properly stored, sorted, sized, and stocked (in the appropriate areas), and that these resources are properly packed, and transported to aid in the assistance of eligible clients.

General Duties & Responsibilities

- Assist with planning, organizing, and directing of activities related to the food programs and the food pantry
- Train and lead warehouse assistants, interns, volunteers, and community service individuals
- Process incoming donations and supplies
- Help guide in the ordering and proper inventory of food and supplies
- Prepare food and other assistance for clients
- Receive donated items from donors; Provide tax receipt slips for donors; Store donated items in appropriate areas

Essential Functions

- Stock food pantry and cleaning supply closets
- Rotate food inventory per best practices
- Must be Serv Safe certified
- Record daily temps in freezer / cooler units
- Take monthly inventory of food
- Fill food orders for clients (orders may include personal care items and/or house cleaning items)
- Document assistance
- Unlock and secure all warehouse areas / shut down & lock at the end of the day
- Sort and process donated items
- Keep all food, personal care, cleaning supply, warehouse areas safe and clean, and clutter-free
- Supervise warehouse assistants, interns, volunteers, trustees, and community service individuals
- Document and report volunteer and community service hours
- Help maintain the cleanliness and cover up of the outside Free Giveaway area

Donations

- Properly greet donors and assist donors in unloading donations
- Store donations in appropriate places
- Fill out tax receipt slips for donors
- Sort through donations and select quality items to keep and get rid of undesirable items in appropriate manner (Free Giveaway, Gateway, trash)
- Keep incoming donation areas safe, clean, and clutter-free

General Good Samaritan Employment

- Observe and implement established policies and procedures
- Participate actively in staff development activities, workdays, office cleanup
- Ability to lift a minimum of 30 pounds and push 75 pounds
- Ability to handle working in an unheated/uncooled warehouse and outdoors

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General Good Samaritan Employment (cont.)

- Ability to stand for long periods of time/8 hours a day
- Actively assist co-workers as needed
- Work with volunteers directly in various capacities including community service and trustees (prisoners assigned on work detail to Good Samaritan Center)
- Actively participate as a member of the warehouse leadership team, and perform other duties as assigned
- Valid Driver's License required to drive company vehicles

Required Attributes

- Ability to communicate effectively both orally and in writing, and an ability to relate to people on all levels and from all backgrounds in a positive way
- Possess good people skills and enjoy working with the public
- Positive, team oriented and highly motivated
- Must be task oriented, with a mind for organization, follow through and completion of tasks/projects
- Enjoys working in a team atmosphere and possesses the ability to inspire teamwork
- As a part of the Warehouse leadership team take part in staff meetings, weekly clean up, workdays and does whatever else is needed to assist the office in carrying out the organization's mission

Work Hours:

- Office hours are normally 8:30 a.m. - 5:00 p.m. Monday through Friday, but will vary per week (per the weekly schedule assigned by Director of Operations)
- Must be able to work occasional evenings and weekends
- Must be able to work at the Flowood Flea Market NUTS booth 1 Saturday (12 p.m. - 5:15 p.m.) and 1 Sunday (12 p.m. - 5:15 p.m.) per month
- Must be able to work Volunteer Saturdays (the 3rd Saturday of every month) 8:30 a.m. - 12:30 p.m
- Must be able to work occasional Saturdays at thrift store if short staffed and occasional fundraisers

The Good Samaritan Center is a private, non-profit social service agency. It is funded by churches, private contributions, and fundraising. The Center was started in 1972 under the direction and financial support of seven Jackson churches. Since that time, The Good Samaritan Center has grown to include a main office in Jackson and a branch in Laurel, Mississippi.



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114 Millsaps Avenue

Jackson, MS 39202

Phone: (601) 355-6276

Email: nuts@goodsamaritancenter.org

Warehouse Team Leader (Food Focus)

We are an equal opportunity employer, dedicated to a policy of nondiscrimination in employment on any basis including age, sex, color, race, national origin, religious persuasion, marital status, sexual orientation, political belief, or disability that does not prohibit performance of essential job functions.

I. Personal Information

Name: Last

First

Middle

Maiden

Preferred Name/Nickname

Present Address

Permanent Address (if different from above)

Social Security Number

Cell Phone

Alternative Phone

Email Address

U.S. Citizenship or Permanent Resident? (Circle) Yes or No

Are you over 16 years old? (Circle) Yes or No

Please list days & hours available to work

Days	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Hours Available							

1. Is there any information we would need about your name or use of another name for us to be able to check your work record?

2. How did you hear about The Good Samaritan Center?

3. Have you ever been convicted of a crime other than minor traffic offenses? Are there any pending charges? If yes, please explain.

4. Have you ever been discharged or forced to resign from a position? (Circle) Yes No

If yes, please explain:

5. Is there anything that restricts you from performing the listed duties in the job description with or without reasonable accommodation?

II. Employment Record *If necessary, use a separate sheet to list additional employers. We will contact all of the employers listed on this application unless you specifically exclude them below.*

1. _____ Company Name (Current or Most Recent Employer)	_____	Position Held
_____	Wages: Start _____	End _____
Location	_____	Telephone
_____	_____	_____
Manager/Supervisor	_____	_____
Dates Employed: From _____	To _____	Contact Employer? Yes No If No, why?
Reason for Leaving: _____	_____	_____

2. _____	_____	Position Held
Company Name	_____	_____
_____	Wages: Start _____	End _____
Location	_____	Telephone
_____	_____	_____
Manager/Supervisor	_____	_____
Dates Employed: From _____	To _____	Contact Employer? Yes No If No, why?
Reason for Leaving: _____	_____	_____

3. _____	_____	Position Held
Company Name	_____	_____
_____	Wages: Start _____	End _____
Location	_____	Telephone
_____	_____	_____
Manager/Supervisor	_____	_____
Dates Employed: From _____	To _____	Contact Employer? Yes No If No, why?
Reason for Leaving: _____	_____	_____

III. Education

Please start with High School education, down to most recent degree awarded or seeking.

School	Dates Attended	Area of Study/Major (if applicable)	Degree Awarded (Ex: Diploma, GED, etc.)

Are you planning to continue your education? Yes or No When? _____

If so, what are those plans? _____

IV. References

*Business, Professional or Educational - Do not list relatives or previous employers. These people will be contacted.

Name	Occupation	Years Known	Phone

V. Application Questions

1. Why do you want to work at Good Sam? _____

2. Do you have experience working in the food industry? What did you like, what did you hate and why did you leave? _____

3. What are some special skills you will bring to our team? _____

4. What was your favorite job and why? _____

5. Name your biggest strength and biggest weakness. _____

6. Any hobbies? If so, what? _____

7. Where do you see yourself in the next 3-5 years? _____

VI. Authorization

Federal law prohibits the employment of undocumented immigrants. All persons hired must submit satisfactory proof of employment authorization and identity (valid drivers license, birth certificate, Green Card, etc.) within three days of being hired. Failure to submit such proof within the required time shall result in immediate employment termination.

I certify that the answers given on this application are true and complete to the best of my knowledge. I understand that, if employed, falsified statements on this application shall be grounds for dismissal.

Furthermore, I authorize investigation of all statements contained herein. I also authorize that the references and employers listed above may give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the company from all liability for any damage that may result from utilization of such information.

I understand that this is an application for employment and that no employment contract is being offered. I also understand that I am subject to random drug testing, if employed, and if I have any accident on worktime that I will be required to submit to a drug test.

Signature _____ Date _____

Office Use Only

Date Submitted: _____

Interviewed by: _____