



## WAREHOUSE ASSOCIATE JOB DESCRIPTION

**Purpose:** The Warehouse Associate provides support to Furniture Friends' mission of acquiring and delivering essential household furniture to people in need in the Greater Portland (ME) area.

**Location:** The Warehouse Associate works out of the Furniture Friends' warehouse located at 15 Saunders Way in Westbrook, ME.

**Qualifications:** The Warehouse Associate must be a mature individual who is self-directed and can work independently as well as with diverse populations including volunteers. S/he/they must be 25 years of age or older, hold a valid driver's license with clean driving record, have a proven ability to drive a double-axle 16' box truck, pleasant manner, dependable, able to lift 50 pounds and be proficient in conversational English. Must agree to a driving assessment as well as background and driving record checks.

### **Key Responsibilities:**

- Coordinate delivery and pickup schedules with the Operations and Warehouse Manager.
- Pull and tag furniture for deliveries, load and unload the truck (or oversee volunteers in performing these tasks).
- Drive the truck to pick up and deliver furniture.
- Clean and store inventory and keep the warehouse clean and organized.
- Adhere to quality control measures to ensure furniture quality and safety.
- Regularly inform the Operations Manager of operational issues that arise during pick-ups and deliveries.
- Oversee warehouse operations as needed.

**Reporting:** The Warehouse Associate reports to the Operations Manager.

**Time Commitment:** Flexible. Part-time (25 hours) to full-time (40 hours) that includes three Saturday mornings per month.

**Support:** Training for this position will be provided. In addition, the Operations Manager will be available for questions and assistance.

**Dress Code:** Clean and neat casual work attire. Long pants and sturdy, steel toed footwear recommended.

**Salary:** **\$21.00/hour** plus a **\$1,000 commitment bonus** (received in two payments after 6 and 12 months of employment).

**Benefits:** Full health insurance and generous holiday, paid vacation and sick days (prorated for part-time hours).

**Please send a resume and letter of interest to [info@furniturefriends.org](mailto:info@furniturefriends.org). The position will remain open until filled. Furniture Friends is an Equal Opportunity Employer and diverse candidates are encouraged to apply.**