



## WAREHOUSE ASSISTANT AND DRIVER JOB DESCRIPTION

**Purpose:** The Warehouse Assistant/Driver provides support to Furniture Friends' mission of acquiring and delivering furniture to people in need in the Greater Portland area.

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

### **Key Responsibilities:**

- Coordinates delivery and pickup schedules with the Operations Manager.
- Pulls and tags furniture for deliveries, loads and unloads the truck (or oversees volunteers in performing these tasks).
- Drives the truck to pick up and deliver furniture.
- Cleans and stores inventory and keeps the warehouse clean.
- Adheres to quality control measures to ensure furniture quality and safety.
- Regularly informs the Operations Manager of operational issues that arise during pick ups and deliveries.
- Oversees warehouse operations as needed.

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

**Time Commitment:** 20-25 hours/week, flexible, though anticipated Tuesday, Wednesday and Thursday and Saturday mornings.

**Qualifications:** Mature individual who is self-directed and can work independently. 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-axel 16" box truck, pleasant manner, dependable, able to lift 50 pounds and be proficient in conversational English. Must agree to driving assessment as well as background and driving record checks.

**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:** \$17.00/hour plus a \$1,000 commitment bonus.

**A resume and letter of interest must be sent to [info@furniturefriends.org](mailto:info@furniturefriends.org). The position will remain open until filled. Furniture Friends is an Equal Opportunity Employer.**