



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.

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.

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-axle 16' box truck, pleasant manner, dependable, able to lift 50 pounds, be proficient in conversational English and fully vaccinated (or willing to be) against SARS-CoV-2. Must agree to a 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: **\$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).

A resume and letter of interest must be sent to info@furniturefriends.org. The position will remain open until filled. Furniture Friends is an Equal Opportunity Employer and diverse candidates are encouraged to apply.