



**Job Title:** Warehouse Manager

**Location:** Men's Shelter, Spokane

**Status:** Full-time

**Responsibilities:**

- Coach residents, staff members, volunteers and community service personnel.
- Weigh, count, sort and store all donations properly.
- Implement and maintain Health Department, 2nd Harvest, OSHA and ServSafe standards.
- Maintain communication with drivers.
- Verify that safety protocol is followed throughout each workspace.
- Schedule and manage the redistribution of products.
- Execute special event orders.
- Ensure equipment is stored properly and kept in safe working condition.
- Maintain interior and exterior work environments.

**Required Qualifications:**

- Four years of warehousing or applicable experience.
- Ability to pass DOT physical; and acquire forklift, Health Department and ServSafe certifications.

**Preferred Qualifications:**

- Two years of warehouse management or applicable experience.
- Two- or four-year degree in related field, recognized certificate or applicable experience.

**Compensation:** Depends on experience.

Must be committed to the Christian faith and comply with drug-free, tobacco-free policy. Those qualified to join our team can enjoy a rewarding work environment, competitive wages, and excellent benefits. Complete UGM's [application for employment](#) and submit it along with a letter of interest and resume to:

UNION GOSPEL MISSION

[HumanResources@uniongospelmission.org](mailto:HumanResources@uniongospelmission.org)

Human Resources, 1224 E Trent Ave., Spokane, WA 99202

Fax: 509-535-0315

[uniongospelmission.org/employment](http://uniongospelmission.org/employment)