



Job Title: Warehouse Services Manager

Location: Union Gospel Mission

Status: Full-Time

Overview

Oversee day-to-day warehouse activities, maintaining a safe work environment and safe food handling. Build relationships with staff, agencies, and vendors while supplying products to our kitchens.

Responsibilities

- Manage receiving, storage and distribution of food resources in warehouse, refrigerators and freezers
- Manage receiving and distribution of other resources to the Thrift Stores
- Ensure compliance with all applicable government regulations and health codes
- Maintain complete and accurate record of donations
- Maintain “par levels” of basic food supplies for all UGM kitchens
- Maintain quality control and safety standards
- Manage distribution and disposal of unusable, aged and soiled items
- Coordinate warehouse activities with activities of kitchens and programs
- Manage schedule, route and work activities of truck driver
- Regularly visit and solicit current and prospective food suppliers

Required Qualifications

- High school diploma or GED with more than one year of related experience
- Proficient using Microsoft Excel, Word and Outlook
- Able to drive a forklift (training and certification are provided)
- Valid driver’s license with a good driving record.
- Able to lift up to 40 pounds regularly and be on your feet most of the day
- Able to obtain a food handler’s permit

Compensation: \$13.73 - \$17.85 hourly (depending upon experience)

Must be committed to the Christian faith and comply with drug-free and tobacco-free policy. Those qualified to join our team can enjoy a rewarding work environment, competitive wages, and excellent benefits: medical, dental and retirement. Submit a letter of interest and resume to:

UNION GOSPEL MISSION
teri.munson@uniongospelmission.org
Human Resources, 1224 E Trent Ave., Spokane, WA 99202
Fax: 509-535-0315