



Position Title: DC Staff

Location: Distribution Services, 401 NW Norris

Job Type: Full Time

Reports to: Assistant Director of Distribution Center

GUIDING VERSE

“How does God’s love abide in anyone who has the world’s goods and sees a brother or sister in need and yet refuses help? Little children, let us love not in word or speech but in deed and truth.” (1 John 3:17-18)

SUMMARY OF RESPONSIBILITIES:

The Distribution Center Staff is responsible for supporting the daily operations of the organization’s warehouse and distribution efforts. This team member ensures that donations and supplies—including food, clothing, hygiene products, and household items—are received, sorted, stored, and prepared for distribution to individuals and families experiencing homelessness. The role involves physical labor, organization, and compassionate service within a Christian environment.

SPECIFIC DUTIES AND RESPONSIBILITIES:

Warehouse Operations

- Receive, inspect, sort, and organize incoming donations and purchased supplies
- Stock shelves, label bins, and maintain a clean, safe, and orderly workspace
- Prepare and pack items for delivery or pickup based on program needs
- Assist with inventory counts and tracking using manual or digital systems

Distribution Support

- Help stage goods for food distribution, shelters, and partner agencies
- Load and unload supplies onto delivery vehicles
- Work with drivers and volunteers to ensure correct items are distributed

Guest & Volunteer Interaction

- Greet donors, volunteers, and partners in a friendly, Christ-like manner
- Provide respectful service to guests in need, maintaining dignity and confidentiality
- Support and encourage volunteer teams, offering training and supervision as needed

Faith-Based Mission Alignment

- Live out the organization's Christian values through words and actions
- Participate in team devotions, prayer, or chapel
- Exhibit compassion, patience, and integrity in all interactions

SKILLS & QUALIFICATIONS:

- Prior warehouse, inventory, or logistics experience a plus
- Reliable, detail-oriented, and organized
- Basic communication and teamwork skills
- Flexible and adaptable with a "servant heart" approach
- Willingness to work in a fast-paced and sometimes unpredictable environment
- Committed to the mission and values of a faith-based organization

LICENSES AND CERTIFICATIONS:

- Valid KS Driver's License.
- Forklift Certification or willingness to get certified.

WORKING CONDITIONS & PHYSICAL REQUIREMENTS:

- Ability to lift up to 50lbs.
- Ability to be mobile and to stand for extended periods of time.
- Must be able to work outdoors in variety of conditions, including heat and cold.