



TOPEKA RESCUE MISSION MINISTRIES
600 N Kansas Ave
P.O. Box 8350
Topeka, Ks 66608-0350

FAITH WITH ITS SLEEVES ROLLED UP

Position Title: Assistant Director of Distribution Services
Location: Distribution Center - 401 NW Norris
Reports to: Director of Distribution Services
Date revised: October 2023
Position Type: Full Time - Salary

Mission Statement: Ministering to those in need by bringing help and hope through sheltering and serving the homeless and feeding the hungry.

Distribution Center Core Values: Deeply Loved – Sacrificially Serving – Radically Generous

SUMMARY OF RESPONSIBILITIES:

This ministry position works directly with the Director of Distribution Services and is responsible for the daily operations of the Distribution Center. This position oversees supply orders, Distribution Center requests, and communicates the daily needs and activities with all other staff. This position helps to keep the DC running smoothly and assists in all areas as needed. In the absence of the Director of Distribution Services, this position is the charge staff over the Distribution Center.

SPECIFIC DUTIES AND RESPONSIBILITIES:

- Responsible for the day-to-day operations of the DC and giving direction and guidance to the Receiving Area, the Food & Supply area as well as the Office area.
- Responsible for providing training, guidance, direction, and correction as needed throughout the Distribution Center.
- Oversees the filling of orders, DC Requests, and Supply Orders out to the ministry areas.
- Responsible for effective communication between Food and Warehouse Manager, Drivers, Director of Distribution Services, other staff, volunteers, and donors.
- Responsible for placing weekly orders needed.
- Promote team building and cross-training amongst DC staff.
- Provide leadership and assist with supervision and security needs in the DC as needed. (Security needs would include but not be limited to; handling security crises, AMR, or fire emergencies, monitoring security monitors, etc.)
- Oversee keys and security for all doors and locks at the DC and the 206 warehouse.
- Responsible for forklift training and keeping paperwork to document the TRM Staff and Volunteers who are certified on Forklifts.
- Facilitate weekly staff devotions alongside the Director of Distribution Services.
- Perform weekly DC inspection of all areas for maintenance and safety issues.
- Reporting any issues found to the appropriate staff as well as the Director of Distribution Services.



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EDUCATION AND EXPERIENCE:

- High School Diploma or GED required
- Valid Driver's License required
- Warehouse Experience preferred but not required.
- Have forklift certification (preferred) or Obtain forklift certification (to be completed upon hire)

SKILLS, KNOWLEDGE AND ABILITIES:

- The job requires a good working knowledge of the Microsoft suite.
- Critical thinking and problem-solving skills.