



Topeka Rescue Mission

Ministry Position Description

“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)

Position Title: DC Staff (Part-Time)

Location: Distribution Services, 401 NW Norris

Reports to: Assistant Director of Distribution Center

Hours: 20 Hours Weekly - Flexible Scheduling between hours of 8a-4p on Mon-Fri

Temp Position: This is a seasonal position, and the term of employment will conclude on 12/31/24.

SUMMARY OF RESPONSIBILITIES:

This ministry position works at the Distribution Center and carries out day-to-day required tasks of the distribution center. Along with all other ministry positions, there is an expectation of sharing the love of Jesus Christ with the guests and visitors of the Topeka Rescue Mission.

SPECIFIC DUTIES AND RESPONSIBILITIES:

1. Performs day to day tasks of the Distribution Center, such as sorting, stocking, preparing food bags, loading/unloading donations, keeping inventory, filling supply orders, cleaning, organizing, etc.
2. Delivers items for completion of programs or picks up donations when needed.
3. Uses a forklift to organize the warehouse as directed.
4. Assists with events or projects as directed.
5. Other duties as assigned.

EDUCATION AND EXPERIENCE:

1. High school diploma or completed GED.
2. Minimum of 1 year of warehouse experience.

SKILLS, KNOWLEDGE AND ABILITIES:

1. Ability to work independently and in collaboration with others.
2. Knowledge of proper safety procedures, equipment maintenance, and warehouse best practices.
3. Strong interpersonal communication skills.
4. Excellent organizational skills and attention to detail.
5. Flexibility and a team oriented attitude.

LICENSES AND CERTIFICATIONS:

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

WORKING CONDITIONS & PHYSICAL REQUIREMENTS:

1. Ability to lift up to 50lbs.
2. Ability to be mobile and to stand for extended periods of time.
3. Must be able to walk up to a mile at a time.
4. Must be able to work outdoors in variety of conditions, including heat and cold.