



Topeka Rescue Mission Ministry Position Description

Position Title: Receiving and Community Relations Specialist
Location: 600 N. Kansas
Reports to: Director of Culinary Arts and Services
Date: March 2024

SUMMARY OF RESPONSIBILITIES:

The Receiving and Community Relations Specialist plays a crucial role in managing donations of food and beverages and fostering relationships within the community to support the mission of TRM Ministries. This individual is responsible for receiving, inventorying, processing, and distributing food and beverage donations efficiently, as well as coordinating with local organizations and maintaining a clean and organized workspace. 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:

Donation Management:

- Receive incoming donations of food and beverages and ensure accurate inventory records are maintained.
- Process donations promptly, prioritizing items based on TRM's current and projected needs.
- Distribute donations to various areas within TRM, including the Main Kitchen, Distribution Center, and Mobile Access Partnership food trailer.
- Assist with transportation and logistical needs as requested.

Community Relations:

- Coordinate and establish distribution days for local nonprofit organizations and churches.
- Actively seek out and maintain relationships with donors, community partners, and potential sources of donations.
- Assist with transportation needs to facilitate the smooth operation of donation distribution.

Facility Maintenance:

- Maintain cleanliness and organization of designated areas, such as the 206 NW Norris warehouse, main shelter freezer, and dry storage spaces on a weekly basis.
- Collaborate effectively with the distribution center team to streamline operations and ensure a cohesive workflow.

- **EDUCATION AND EXPERIENCE:**

High School diploma or GED preferred.

2-3 year of warehouse experience preferred.

SKILLS, KNOWLEDGE AND ABILITIES:

- Strong organizational skills with attention to detail to manage donations efficiently.
- Excellent communication and interpersonal abilities to build and maintain relationships with donors and external partners.
- Prior experience in donation management, community outreach, or related fields is advantageous.
- Ability to work effectively in a team environment and prioritize tasks to meet deadlines.

LICENSES AND CERTIFICATIONS:

Certifications and Driving Record:

- Clean driving record and a valid driver's license required.
- Forklift operation certification (can attain after employment)
- Food handling certification (can attain after employment)

WORKING CONDITIONS & PHYSICAL REQUIREMENTS:

- Ability to lift, stand, and bend frequently throughout the workday to handle and process donations of varying sizes and weights.
- Willingness to work in both cold and hot conditions as needed, including exposure to changing temperatures in storage and distribution areas.