

Job Title: Warehouse Person/Forklift Operator – part-time, (mornings), work days Monday through Friday – \$14-\$16/hr.

Organization Objective: CROS Ministries serves the hungry in Palm Beach and Martin Counties through community collaborations. CROS is supported by churches, synagogues, community groups and private individuals throughout Palm Beach County and the Treasure Coast, all of whom share in this common goal.

Expectation for All Employees: All employees will support the organization's mission, vision, and values by exhibiting the following behaviors: professionalism, excellence and competence, collaboration, innovation, respect individuality of others, commitment to our community, accountability, and ownership of actions and decisions. All employees will demonstrate support of the organization through commitment to policy, safety and security, and compliance. All employees are expected to participate in organization events and support organization program operations.

Job Overview: This position is responsible for warehouse operations, warehouse safety, driving, as directed by Warehouse Manager. This is a part-time position, approx. 20 hours per week, mornings. Wage range \$14-\$16 per hour.

Essential Functions

- Maintain safe, clean warehouse spaces and equipment
- Drive commercial vehicles for pick-up and delivery, as needed
- Operate forklift/pallet jack to load/unload vehicles and move inventory
- Receive, log, warehouse deliveries
- Build orders, prep for delivery
- Assist with warehouse recordkeeping (temperature logs, etc.)
- Assist with inventory
- Assist with volunteer groups
- The responsibilities listed on this posting are not intended to be all-inclusive and additional responsibilities may be assigned as needed.

Education and Experience

- High School Education or GED preferred
- Previous experience with operating a forklift and a pallet jack preferred
- Previous experience driving a box truck preferred
- Previous warehouse experience preferred
- Must be 18 years of age or older

Knowledge/Skills/Abilities

- Must be able to operate a forklift and be certified
- Must have a valid FL driver license, clean driving record, reliable transportation
- Must be able to drive a box truck, load and unload pallets using a lift gate and pallet jack
- Must be able to pass background check and drug screening
- Basic math skills
- Basic inventory skills a plus
- Teamwork and interpersonal communication skills
- Ability to understand and follow instructions to complete assigned tasks

- Ability to organize and prioritize work
- Ability to problem solve, implement solutions, work independently
- Knowledge of applicable work environment safety rules a plus
- Knowledge of basic office procedures a plus

Orientation Factors

- Must be able to lift and move 60 lbs. repetitively
- Must be able to climb, crawl, and stoop to reach material; bend at the waist; kneel or crouch for extended periods of time; reach overhead, above the shoulders and horizontally
- Must be able to climb stairs
- Must be able withstand exposure to physical discomforts associated with changes in temperature and weather such as rain, heat or discomforts associated with noise, dust, dirt, and the like.
- Must be able to work in a fast-paced environment with diverse groups
- Occasional after hours work is required throughout the year.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mail or e-mail a letter/e-mail of intent and a **completed** employment application. CROS' employment application form can be found on our web site at www.crosministries.org or call our office at 561-233-9009.

CROS Ministries
ATTN: Meredith Caldwell
3677 23rd Ave. S., #B-101
Lake Worth, FL 33461

OR

E-mail your submission to mcaldwell@crosministries.org

Submissions should have both components, as listed above, to be considered complete. Submissions should be postmarked by June 20, 2019, if mailed. E-mailed submissions should be received by June 20, 2019.

It is the policy of CROS Ministries to provide equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, national origin, disability, gender, veteran status, marital status, sexual orientation, age or other unlawful discriminatory characteristics as defined in federal, state, or local laws. All candidates are considered on the basis of individual character, qualifications, and abilities in relation to the requirements of the advertised position.