



Position Title: Warehouse Coordinator

Home Resource is a non-profit community sustainability center. We work with, in, and for the community to reduce waste and build a more vibrant and sustainable local economy. We collect and sell reusable materials, channel materials to those in need, provide meaningful work opportunities, and educate & inspire to promote a sustainable future.

Job Summary: The Warehouse Coordinator works to ensure appropriate warehouse infrastructure, inventory and materials management, and safety, and suggests improvements as needed. Along with the Operations Manager and Assistant Store Managers, the Warehouse Coordinator will develop and implement the long-term strategic plan for the warehouse (i.e. infrastructure needs, processing systems) and work with store staff, volunteers, and Work Programs participants to complete warehouse-related tasks.

Reports to: Operations Manager; Assistant Managers are the daily supervisors

General Responsibilities

- Support and embody Home ReSource’s Mission, Vision, and Organizational Culture
- Support and embody Home ReSource’s justice, equity, and anti-racism values and guidelines
- Support and enforce Home ReSource’s policies and procedures
- Help create a safe, positive, equitable, and learning work environment
- Problem-solve day-to-day challenges and maintain a learning stance
- Articulate what Home ReSource does, project a positive image, and generate community support for all aspects of the organization
- Work cooperatively & communicate effectively with other staff, community partners, and the public
- Maintain confidentiality with personnel issues and donor and customer information as needed

Position Responsibilities

- Optimize warehouse safety and efficiency of storing and moving materials on a daily basis
- Support Home Resource’s short- and long-term operational goals related to warehouse operations
- Oversee organization of inventory, related storage, materials processing, and infrastructure in the warehouse
- Review, implement and develop as necessary Standard Operating Procedures (SOP) for stocking, safety, intake, pricing, and storage of warehouse materials; field test and make suggestions for upgrades to SOPs
- Regularly update the warehouse task list and coordinate the completion of those tasks
- Assist in the training and task delegation for warehouse-related projects of staff, volunteers, and Work Program participants
- Model hard work and excellent communication
- Ability to use and train on the forklift and work at the front register as needed
- Use excellent customer service to answer questions regarding material availability and location, the mission, and programs of the organization
- Help develop and maintain relationships with customers who regularly donate and purchase warehouse materials
- Evaluate potential donations and accept them according to current acceptance policies, especially as related to warehouse materials
- Understand the value and use of materials

- Communicate items to list in the Featured Items email to appropriate staff
- Contribute ideas to ensure efficiency and safety of the warehouse in the build-out plans and implementation
- Work in collaboration with Yard Coordinator and Pick-Ups Coordinator and be cross-trained in those job functions
- Be able and willing to perform Reuse Specialist responsibilities as needed in coordination with the Operations Manager and Assistant Managers

Skills Required

Problem-solving, team-building, and conflict resolution skills

Prioritize multiple tasks effectively and help others to do so to accomplish organizational goals

Interpersonal skills and ability to positively communicate with all people where they are at

Essential Functions

Able to be on your feet and moving, stand for long periods of time, and able to work 10-hour days

Able to move heavy and awkward building materials

Operate the forklift to safely transport, store, and load materials

Pay: \$16 - \$17.50/hour, depending on experience and qualifications. 35-40 hours per week.

Benefits: Generous paid vacation and holidays, paid family medical leave time, dental & vision insurance, additional wellness benefits, simple IRA Match or HSA Contribution, sustainable commuter benefit, up to 12 paid community volunteer hours per year, staff appreciation activities and meals, chance to work with great people in values-based, triple-bottom-line business that works to reduce waste and build community, consideration for advancement into new positions in our growing green business, and more.

Minimum Qualifications

MT driver's license and a clean driving record

Competence in the safe operation of forklifts and most power tools

Preferred Qualifications

2 years of experience in a retail, warehouse, or a relevant trade

Familiarity with building principles, green and reuse building principles and techniques, and sustainability

Proficient with Windows-based software (Word, Excel, Email, and Internet)

How to Apply: Submit a resume and cover letter to jobs@homerresource.org. This position will be open until filled. No phone calls, please.

Home ReSource will conduct background checks on all final candidates, and offers of employment are contingent upon those results.

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Home ReSource will be based on merit, qualifications, and abilities. Home ReSource does not discriminate in employment opportunities or practices because of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, marital status, military status, or mental or physical disability.

Home ReSource is committed to providing a safe environment that is free of discrimination and harassment. It is against Home Resource's policy to engage in verbal or physical conduct that denigrates or shows hostility or aversion toward any individual because of their race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, marital status, military status, or mental or physical disability.