

## John 3:16 Mission Staff Position & Description

**Position:** Warehouse Sorter

**Employee Classifications:** Non-Exempt

**Department:** Warehouse

**Reports To:** Distribution Manager

**Job Statement:** Prepares merchandise for shipment to other Mission departments or to external buyers.

**Duties:**

- Sorts bags of clothes, keeps boxes clean and recycles all possible merchandise.
- Insures clothes, shoes, and other items are properly sorted and placed on z-racks for delivery to Mission ministry sites as needed/requested.
- Assists truck driver in loading and unloading truck as appropriate.
- Assists clients in loading of donations of furniture.
- Segregates auction items as directed by warehouse manager.
- Keeps warehouse organized and clean, with clear walkways, and disposes of trash.
- Attend Mission meetings and functions.
- Performs any other duties as directed.

**Qualifications:**

- Warehouse or other related operations experience.
- Ability to lift and transfer clothing as well as assist in loading and unloading truck shipments.
- Experience in forklift operations.
- Desire to increase efficiency of operations.
- Ability to operate bailing machine required.

I \_\_\_\_\_ (print full name) hereby agree that I have received a copy of the job description for \_\_\_\_\_ (job title) at the John 3:16 Mission Inc. I confirm that I understand the details of the description, am qualified for the position and am able to complete the duties described therein.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date