



Date: September 2019

Role Description

Ministry: Center for Hope – Food Pantry

Role Title: Stock Team Member

Pipeline Level: Team Member

Reports to: Warehouse Operations Team Leader

Purpose Statement: The primary role of the Stock Keeper is to receive, unload, stock, replenish and maintain the appropriate inventory par levels for all food products for the Food Pantry.

Responsibilities:

- Attend Boundaries Class and Discipleship Class within first year.
- Attend Stock Team Training
- Receive, unload and shelve food products and supplies.
- Ensure appropriate record keeping and manage all documentation to confirm proper stock/par levels and inventory controls.
- Inspect deliveries for damage and/or discrepancies and react as directed by the Warehouse Operations Team Leader.
- Rotate stock using FIFO (first in, first out), methodology.
- Maintain warehouse and shopping area in a clean and well organized manner at all times.
- Participate in prayer for the Center for Hope

Time Investment: 5-6 hours per shift

Commitment: 1 year

Prerequisites:

- Complete online application
- Interview with Warehouse Operations Team Leader
- Be supportive for Hope's mission and leadership
- Attend Cornerstone Orientation class
- Must be able to legally operate a forklift truck.

Competencies:

- Possess written and interpersonal communication skills
- Ability to perform data entry and basic computer skills
- Have knowledge of the Center for Hope Ministry goals and objectives
- Must be able to receive constructive feedback
- Must be able to confront relational challenges in a Biblical manner
- Ability to stand or walk for extended periods of time
- Able to bend, stoop, reach and stretch
- Able to lift and/or push up to 50 pounds.

- Able to see, hear, read, write and speak