

**Job Title:** Warehouse/Driver Associate  
**Supervisor:** Distribution and Donation Manager  
**Classification:** Non-Exempt  
**Salary Range:** \$15.75 - \$17.25 DOE

**Position Description:** The Warehouse/Driver Associate will pick up, process, and distribute in-kind donations, while providing exceptional customer service and a positive experience for donors.

**Essential Duties and Responsibilities:**

1. Receive, sort, & stage incoming donations appropriately
2. Inspect and accurately count donations
3. Systematically put away donations and maintain inventory
4. Accurately pick customer requests in a timely manner
5. Provide an exceptional donor experience that promotes the UMOM mission and core values
6. Ensure that all donor information is captured on associated documentation as well as provide donor receipts to donors
7. Pick up donations from businesses and private residences
8. Maintain cleanliness and organization of in-kind donation locations and vehicles
9. Assist with special projects as needed
10. Load and deliver furniture items to homes and 3<sup>rd</sup> party organizations

**Qualifications:**

- Ability to drive a 16' to 22' box truck, pickup truck with trailer attached, and use material handling equipment such as pallet jack
- Customer service experience and the ability to interact with Donors, Volunteers and Staff in a respectful, courteous and professional manner
- Ability to regularly lift 75 pounds and adhere to safe lifting practices (team lift, use of tools and equipment)
- Must be comfortable working outdoors in AZ heat and cold
- Familiarity with the Phoenix-metro area
- Experience operating a forklift preferred (certification not necessary, but ability to get certified if needed)
- Valid Arizona Driver's License and a driving record that falls within UMOM's policy
- A valid Level One Fingerprint Clearance Card or the ability to obtain one

**Additional Attributes:**

- Reliable, trustworthy
- Strong verbal, written and organizational skills
- Cooperative, friendly and helpful attitude. Ability to work closely with other employees to ensure positive, constructive environment within the program or department, and throughout the agency
- Ability to thrive in a flexible, fast-paced and growth-oriented environment, while maintaining a sense of humor and a positive, solution-oriented approach
- Passion and enthusiasm for the mission of UMOM and its clients
- Ability to work independently and in a team setting
- Ability to utilize available time to organize and complete work within given deadlines

**Other:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.