



WAREHOUSE SUPPORT

PURPOSE

The Warehouse Support volunteer works in the warehouse at Pueblo Cooperative Care Center, assisting the warehouse supervisor as this is the receiving site for facility supplies and donations. The Warehouse Support volunteer is responsible in helping to keep the warehouse clean, neat and organized as instructed by the warehouse supervisor. The Warehouse Support volunteer accepts and documents donations, issues donor receipts, logs donations as received, and prepares items for distribution in their appropriate areas.

SKILLS

The Warehouse Support volunteer must have a commitment to support diverse individuals in a critical need work environment. Skills and qualifications for the Warehouse Support volunteer position include:

- a. the ability to express compassion and empathy for those living on a low income, senior citizens, veterans, individuals facing substance abuse, individuals with intellectual or developmental disabilities, the homeless and others;
- b. a welcoming and positive attitude while representing Pueblo Cooperative Care Center, including the ability to state the mission of the organization and services provided;
- c. the ability to express sincere appreciation to individual donors, donor organizations (churches, businesses, etc.) and other entities that Pueblo Cooperative Care Center works closely with in the collection of and receipt of food, clothing or other goods and services;
- d. detail oriented, with excellent leadership and organizational skills preferred;
- e. comfortable working independently and in a fast-paced environment;
- f. assist the warehouse supervisor with volunteer projects or special events, including managing projects, set-up, training, oversight and break down of work assignments;
- g. knowledge of procedures associated with a food drive, including sorting, quality control standards and food regulations, product refuse and reclamation;
- h. complete other duties as assigned by the warehouse supervisor; and
- i. the ability to work in a faith-based, team-oriented environment.

SUPERVISOR

The Warehouse Support volunteer position reports to the Executive Director of Pueblo Cooperative Care Center or their designee.

DESIRABLE CHARACTERISTICS

The Warehouse Support volunteer must be reliable, trustworthy, maintain integrity, have patience, be punctual, understanding and empathetic to client needs.



RESPONSIBILITIES

Responsibilities and expectations for the Warehouse Support volunteer position include:

- a. ensuring that all warehouse activities are undertaken in a dignified, kind and respectful manner.
- b. ensuring all interactions with individuals are maintained with confidentiality except where required by law to report.
- c. assist in unloading donations and weighing, sorting, and redistributing donations;
- d. rotate foods to comply with the First-In First-Out (FIFO) inventory control method;
- e. breakdown boxes as needed and take to trash or recycle containers as warranted;
- f. maintain a respectful relationship with clients, staff, and other volunteers
- g. committed to learning about warehouse management, providing suggestions and recommendations to the warehouse supervisor as warranted;
- h. ensure the warehouse work area is safe, clean and organized; and
- i. assist in other work areas at Pueblo Cooperative Care Center as qualified and needed.

WORKSITE LOCATION

326 West 8th Street
Pueblo, CO 81003

ORIENTATION & TRAINING

Every volunteer serving at Pueblo Cooperative Care Center is required to complete a volunteer application prior to starting in any position. Program-specific orientation and job training are provided by the staff at Pueblo Cooperative Care Center followed by on-the-job training with individuals serving in that position. One-on-one mentoring with staff and experienced volunteers will be provided. As warranted, a volunteer may be requested and is expected to attend in-service education sessions as needed.

TIME COMMITMENT

Shifts for volunteers can vary depending on the position an individual is volunteering for. All volunteers are asked for a commitment of a minimum of three and a half (3.5) hours per day, one day per week for six months. An individual's ability to maintain this commitment is expected.

MORNING MEETING

Every volunteer is expected to attend the morning meeting each day they volunteer their services to receive all staff updates and the distribution of current information. Staff, volunteers and invited guests meet every morning, Monday through Friday at 8:40 a.m. to review available services, discuss upcoming events and activities, address security concerns and share in development activities including presentations, awards, recognitions, birthday celebrations and more. At the conclusion of the morning meeting, those who choose to participate in a prayer gather together and pray.



Prayers are offered for Pueblo Cooperative Care Center, its volunteers, individual requests, names listed on the prayer list, clients and their prayer requests obtained from the prayer box. The decision to pray is entirely up to the volunteer and their decision to participate (or not) will be respected and honored. Group prayers are only offered at this time each day.

BENEFITS

Volunteering time to help others helps bring good to a world in need and it gives every volunteer a sense of purpose. Volunteering helps every individual increase and enhance their physical, emotional and spiritual growth and it helps to build up communities both large and small. As a faith-based organization, Pueblo Cooperative Care Center firmly believes that helping others in need is a way to honor God.

Benefits are to be self-assessed by each volunteer as they can be both intrinsic and extrinsic in nature. Benefits may include but are not limited to:

- a. grounding an individual in their foundational beliefs *and faith* while serving others;
- b. developing and contributing to community resources that further the objective of helping others and the community;
- c. developing skills by working in a team environment and interacting with clients;
- d. contributing to an efficient and high functioning non-profit organization; and
- e. to engage with and develop relationships with community members in a faith-based environment that brings added value to every individual.

