



CATHOLIC DIOCESE OF RALEIGH  
POSITION DESCRIPTION FORM



Catholic Charities  
of the Diocese of Raleigh

**Position Information**

Position Title: Warehouse Associate - Catholic Parish Outreach (CPO)

Department: Catholic Charities

Reports To (Title): CPO Program Director

Work Schedule:  M – F Hours: \_\_\_\_\_ to \_\_\_\_\_  Other: \_\_\_\_\_

Type of Employee (Hours worked per week)  Regular Full Time (≥30)  Regular Part Time (20-29)  Part Time (≤20)  Temporary (varies)

Percentage of Travel Required  0%  10%  25%  50%+

Exemption status (HR use only)	<input type="checkbox"/> Exempt	<input type="checkbox"/> Non-exempt
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**Position Summary**

Summarize the overall function or purpose of this position. This should be a concise description of the job.

The Warehouse Associate will provide high quality direct food services to families with a focus on the warehouse and food pack areas. The Warehouse Associate will work with the Assistant Program Director to determine and implement effective services to clients; assist with the annual inventory process and other processes as needed. The position will oversee the mobile food pantry and home delivery programs.

**Duties and Responsibilities**

Indicate as clearly as possible the significant duties and responsibilities that are **essential** requirements of the job. List the duties in order of importance and the approximate percentage of time for each duty. Focus on major responsibilities rather than detailed work routines.

DAY TO DAY OPERATIONS:

- Assist leads and warehouse volunteers in their duties to ensure smooth daily operations of the food pantry and mobile food pantries
- Oversee prompt loading and unloading of delivery trucks ensuring that weight collection, safe storage, and proper/consistent rotation of food processes are followed
- Stock items as needed during food pantry operations
- Clean and break down boxes during food pantry operations
- Maintain warehouse organization via pallet jack and forklift
- Maintain warehouse cleanliness and safety

50.00

**Duties and Responsibilities** *continued from page 1*

<p>HOME DELIVERIES:</p> <ul style="list-style-type: none"><li>- Work with the CPO Case Manager to vet potential clients for the home delivery program</li><li>- Manage home deliveries</li><li>- Call enrollees to confirm availability for delivery</li><li>- Create mapping for weekly deliveries ensuring drivers have the most efficient routes</li><li>- Oversee the preparation of food boxes based on set menu</li><li>- Manage the volunteer delivery drivers and assist with issues that arise</li><li>- Ensure that home delivery program client data is entered into the appropriate database and monthly reports are completed</li></ul>	30.00
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<p>MOBILE FOOD PANTRIES:</p> <ul style="list-style-type: none"><li>- Verify menus and availability of food for each Mobile Food Pantry (MFP)</li><li>- Verify adequate volunteer staff is assigned to successfully prepare and conduct MFP</li><li>- Communicate with MFP sites to ensure that no issues or changes need to be addressed before distributions</li><li>- Manage on-site distributions</li><li>- Ensure that MFP program client data is entered into the appropriate database and monthly reports are completed</li></ul>	10.00
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<p>OTHER DUTIES:</p> <ul style="list-style-type: none"><li>- Act as backup to the Assistant Program Director in their absence</li><li>- Complete annual inventory with Assistant Director at the end of the fiscal year</li><li>- Attend Disaster meetings and trainings to act as a centralized warehouse representative during disasters</li><li>- Work as a centralized warehouse representative during a disaster</li><li>- Help set up for CPO Annual Pig Picking</li></ul>	10.00
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<ul style="list-style-type: none"><li>- Attend agency, staff and community meetings as determined by supervisor</li><li>- Perform other duties associated with the general responsibilities of this position and/or as assigned by supervisor</li></ul>	
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## Position Qualifications

### Formal Education (minimal level REQUIRED for this position)

- No minimum education level
- High School diploma or GED
- Associates or other 2-year degree including technical/trade school
- Bachelors degree
- Masters or Professional degree (M.B.A., J.D., etc.)
- Doctorate

Degree in specific subject area: \_\_\_\_\_ Degree Type: \_\_\_\_\_  
Concentration: \_\_\_\_\_

### Work Experience (minimum experience REQUIRED for this position)

- Less than 1 year
- 1 - 3 years
- 4 - 6 years
- 7 - 9 years
- 10 + years

Years of specific work experience: Field: Warehouse, Food, Driving Years of experience: 1

### Qualifications

- Valid NC Driver's License and maintain a clean driving record
- Ability to move product using a pallet jack and/or forklift as needed
- Enter and exit vehicle multiple times a day, balance, stoop, kneel or crouch
- Must possess effective verbal and written communication skills
- Basic math skills
- Self-starter and strong work ethic
- Strong external customer focus and excellent customer service skills
- Must be able to work in a fast-paced environment, be able to follow instructions, work as a team and be detail oriented
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus

Special Requirements:

- Knowledge of and commitment to Catholic social teachings and practices and the mission of Catholic Charities of the Diocese of Raleigh
- Authorized to work in the U.S.

\*Job responsibilities may involve travel and some work beyond the regularly scheduled workdays, i.e., weekends and evenings as scheduled, and as needed.

## Position Characteristics

### Physical Requirements/ Work Environment

(This section must be completed *entirely*, regardless of position)

	Amount of time spent			
	None	<1/3 of time	1/3- 2/3 of time	>2/3 of time
Lifting greater than 30 lbs.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Sitting for extended periods	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Standing for extended periods	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Primarily office work	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Primarily outdoor work	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Primarily indoor work	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Prolonged exposure to heat/cold	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Prolonged exposure to loud noise	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

### Level of Supervision Received (check the option that best describes the position overall)

<b>Direct Supervision:</b> Supervisor gives specific instructions on all assignments. Work is reviewed regularly for accuracy and completeness.	<input type="radio"/>
<b>General Supervision:</b> Supervisor provides continuing or individual assignments by indicating what generally is to be done, limitations, quality and quantity expected, deadlines, and priorities.	<input type="radio"/>
<b>Intermittent Supervision:</b> Supervisor makes assignments by defining objectives, priorities, and deadlines. Assists employee with unusual situations. Employee carries out successive steps and resolves problems in accordance with instructions and policies.	<input checked="" type="radio"/>
<b>Administrative Supervision:</b> Supervisor sets overall objectives and resources available. Collaborate on deadlines, projects, and work to be done.	<input type="radio"/>
<b>Long-Range Administrative Direction:</b> Employee generally proceeds independently in accordance with general plans, policies, and purposes of the department. Results of work are considered technically authoritative.	<input type="radio"/>

*The above statements are intended to describe the general nature and level of work being performed by the individual assigned to this job. They are not intended to be an exhaustive list of all the responsibilities, duties, and skills required for the position. All employees may have other duties assigned at any time.*