

**POSITION TITLE:** Distribution Center Associate (Floater)  
**FLSA STATUS:** Full-Time Hourly  
**REPORTS TO:** Distribution Center Manager  
**HOURS:** Mostly 7:30-3:30 M-F,  
some evenings and Saturdays as needed



**GENERAL DEFINITION AND PURPOSE OF WORK:**

This position supports the Distribution Center Manager and floats between various roles depending on the daily needs. These responsibilities include primarily replenishing racks with reserve product, picking and staging orders, loading, and unloading product, sorting and packing product, assisting volunteers with projects, conducting monthly inventory, restocking inventory, and participating in ongoing cleaning and maintenance of facility and equipment.

**ESSENTIAL DUTIES & RESPONSIBILITIES**

- Replenish racks with product from reserve supply
- Pick and stage orders
- Load, unload, and inspect product
- Safely sort and pack product
- Actively participate in cleaning and maintenance of equipment, building, and property
- Maintain a high level of customer service with partner agencies, donors, volunteers, and other constituent groups
- Stock packing assembly lines
- Follow all safety standards and participate in on-going trainings
- Other duties as assigned.

**QUALIFICATIONS**

- Valid Ohio Driver License with clean driving record
- Ability to safely operate power jacks and forklifts or learn how to
- Attention to detail with high quality standards
- Ability to lift 65 pounds safely on a regular basis
- Ability to work as a team member and independently
- Willingness to complete job specific trainings
- Ability to work with diverse constituent groups
- Ability to adapt to change and work with a sense of urgency