



## JOB DESCRIPTION

### Materials Handler

Job Title: Materials Handler  
Department: Warehouse Distribution  
Location: 200 Macdonald Ave. Richmond, CA  
Reports To: Warehouse Supervisor  
FLSA Status: Non-Exempt  
Date Revised: February 7, 2025

#### SUMMARY OF POSITION:

The Materials Handler is responsible for the movement, storage, and distribution of materials in the warehouse. This role ensures materials are received, organized, and distributed efficiently to support operations.

#### Key Responsibilities:

1. Accept, inspect, and verify incoming goods.
2. Properly store materials in designated areas, ensuring easy accessibility.
3. Set up and maintain the five vocational stations. 1) baling, 2) incoming clothes, 3) sorting canned goods, 4) sorting Amazon goods and bulk mailing, and 5) assisting drivers with pick-ups. There will be no driving.
4. Train vocational students in areas including but not limited to the five vocational stations. There will be no driving.
5. Retrieve and prepare goods for distribution.
6. Operate forklifts, pallet jacks, or other equipment to move materials safely.
7. Follow workplace safety guidelines, handle materials correctly, and maintain a clean work area.
8. Work collaboratively with BARM leadership and staff to advance BARM's ministry; attend all required meetings, including program meetings, staff meetings, and other meetings as requested.

#### SKILLS & QUALIFICATIONS:

1. Committed Christian, interested and willing to work with homeless, addicted, mentally ill and impoverished, able to share the Gospel through words and actions.
2. Knowledgeable in warehouse/distribution center operations, shipping/receiving, storage, and inventory control.
3. Honest, trustworthy, adaptable, and conscientious.
4. Good team player who is able and willing to perform functions while honoring BARM core values and working collaboratively with staff, volunteers, and residents.
5. Good interpersonal skills, interacting courteously and clearly with donors.
6. Able to problem solve and process analytically.
7. Able to manage time effectively to fulfill duties.
8. Able to perform in a fast-paced environment while treating people with courtesy, respect and sensitivity
9. Previous forklift operation desired
10. Able to read, write, and perform basic mathematical computations
11. High school diploma or equivalent (preferred).
12. Previous experience in warehousing, logistics, or material handling (a plus).
13. Ability to lift and move heavy objects (50+ lbs).
14. Familiarity with inventory systems and basic computer skills.
15. Forklift certification (preferred but not always required).
16. Strong attention to detail and organizational skills.
17. Ability to work independently and as part of a team.

#### WORKING CONDITIONS/PHYSICAL FACTORS:

*Occasionally = 1%-33%; Frequently = 34%-66%; Continuously = 67%-100%*

1. Stand on hard surfaces for extended periods - *continuously*



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2. Able to lift up to 50 lbs - *frequently*
3. Requires regular interaction with homeless, impoverished, and mentally ill individuals - *continuously*
4. Exposed to dust, odors, noise and fumes - *continuously*
5. Climb stairs – *Occasionally*
6. Sitting, standing, climbing, bending, lifting, reaching, walking – *continuously on a rotating basis*
7. Good manual dexterity and fine motor skills - *continuously*

#### EQUIPMENT/TOOLS USED:

Computer	Two-Way Radio	Stand Up and Sit down Forklift
Forklift	Copier	Manual and Electric Pallet Jacks
Phone	Dolly	
Box Truck	Baler	

#### MINIMUM REQUIRED EDUCATION/EXPERIENCE

- High School Diploma or GED
- Minimum 2 years warehouse experience
- Previous experience working with poor, homeless, addicted preferred

#### Requirement:

The Bay Area Rescue Mission is a privately funded 501 (c)3 non-profit, evangelical Christian ministry. Our designated purpose is religious and we are a Christ-centered ministry which is dedicated to sharing the Gospel and helping the homeless and impoverished. We consider every position to be essential in the fulfillment of our ministry and Statement of Purpose. As such, each employee must have a relationship with Jesus Christ as their personal Savior and Lord. All employees must:

- Be able and willing to share the Gospel and participate in all of the ministry activities of the Bay Area Rescue Mission;
- Subscribe to the Bay Area Rescue Mission Statement of Faith and Qualifications for Employment upon hire and continuously while employed;
- Adhere to the Bay Area Rescue Mission Employee Handbook.

This position requires a Conflict of Interest Statement and a Confidentiality Statement.

***My signature below acknowledges that I have read and understand the job description. I understand that this job description is not all-inclusive.***

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date