



Title: Warehouse Associate

Report to: Warehouse Manager

About the Organization:

Mission of Deeds in Reading provides gently used furniture, household goods, kitchen essentials, and brand-new beds to people in need (called clients) free of charge. The organization is a volunteer-supported nonprofit. The seed for Mission of Deeds was planted when founder Tony Triglione learned that providing beds, furniture, and household goods was an underserved area of human services. In 1993, Tony bought a box truck and gave the new charity space in a building that housed one of his stores. A few volunteers joined, furniture inventory was accumulated, and social service organizations began to take note. We have had exponential growth since and now serve nearly 900 households in need per year. We continue to treat all clients with the dignity and respect they deserve.

Role Overview:

Mission of Deeds is looking for a part-time Warehouse Associate. This person will be involved in all aspects of our 7,000 sq. ft. warehouse in Reading. The position is four (4) days per week and five (5) hours per day. No weekends. This is an on-site role.

Mission of Deeds is an equal opportunity employer and encourages applications from all qualified individuals of every race, color, religion, sexual orientation, gender identification or expression, ethnic or national origin, age, disability, veteran status, marital status, or any other factor unrelated to job requirements or job status.

Key Responsibilities:

- Service clients by loading furniture into client trucks
- Unload Mission of Deeds truck and stage furniture in warehouse. Identify pieces that needs repair.
- Organize warehouse at direction of Warehouse Manager. Maintain showroom look.
- Fill in as a member of the truck pickup crew. Crew travels locally to pick up furniture from donors. No driving required. All furniture will be in outside accessible area. We do not pick up inside homes.
- Screen (adhering to donation guidelines) and receive donor drop-offs
- Sweep warehouse and truck
- Tasks as assigned by Warehouse Manager



Qualifications, Skills and Attributes

- Passionate about the mission of Mission of Deeds
- Bilingual (Spanish and/or Portuguese) is preferred but not required
- Ability to move 50+ lbs.
- Team player

Please forward your resume to:

David McIsaac
Executive Director
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