Seasonal Warehouse Associate

Seasonal Full-Time, Non-Exempt (Hourly)

Summary

The Seasonal Warehouse Associate supports warehouse operations for the Children's Fund Celebration of Giving (COG) project, including receiving, sorting, organizing, and distributing toy and in-kind donations. This position reports to the Operations Manager and receives daily assignments and direction from the Operations Coordinator. The Warehouse Associate follows all Children's Fund policies and procedures and represents the organization in every interaction with donors, volunteers, and community partners. The role calls for strong communication and teamwork skills and a real commitment to serving vulnerable children in our community.

Pay Range: $18.00 to $20.00 per hour, based on experience and qualifications.
Schedule: Monday - Friday, 8:30 a.m. to 4:30 p.m., starting immediately through December 18
Classification: Seasonal, full-time, non-exempt (hourly). Eligible for overtime pay as required by federal and California law.

Essential Functions

Specific duties include, but are not limited to:

1. Under the direction of the Operations Coordinator, assist with COG warehouse operations, including receiving, inspecting, sorting, organizing, and distributing toy and in-kind donations.
2. Assist donors with donation drop-offs, unloading, and processing donated items.
3. Maintain accurate inventory records, track donations, update spreadsheets, and provide inventory counts for program reporting.
4. Process agency requests, prepare and verify toy orders, and assist with distribution and loading.
5. Safely operate a pallet jack to move, stage, and load palletized donations and toy orders, after completing required training and following all safety procedures.
6. Assist and coordinate with volunteers, donors, staff, and community partners during warehouse activities and distribution events.
7. Maintain a clean, organized, and safe warehouse. Follow safety procedures, complete required training, and promptly report injuries, hazards, or incidents to the Operations Coordinator and Operations Manager.
8. Maintain confidentiality of organizational information and the individuals served.
9. Perform other COG warehouse and operational duties as assigned by the Operations Manager or Operations Coordinator.

Qualifications

- Ability to follow verbal and written instructions and complete assigned tasks accurately and on time.
- Strong organizing skills and attention to detail, including accurate counting and tracking of inventory.
- Customer service and verbal communication skills to work with volunteers, donors, and community partners.
- Proactive and able to take initiative, identify what needs to be done, and keep work moving without waiting for direction.
- Friendly, professional manner and ability to work as part of a team.
- Ability to handle confidential information appropriately.
- Ability to manage multiple tasks and adjust to changing priorities during busy periods.
- Basic computer skills, including entering data in Excel and using email.
- Successful completion of a background check after a conditional offer of employment, conducted in accordance with applicable federal and California law.
- Preferred: Prior warehouse, inventory, donation processing, or event support experience.

Physical Requirements and Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Stand, walk, and move around the warehouse for most of the workday, with or without reasonable accommodation.
- Use hands and fingers to enter and retrieve data on a computer keyboard and operate standard office equipment, with or without reasonable accommodation.
- Frequently bend, stoop, reach, push, and pull. Frequently lift and move donations and merchandise weighing up to 40 pounds across the warehouse for donation drives and events, with or without reasonable accommodation.
- Maintain regular and predictable attendance and punctuality, consistent with applicable leave laws and Children's Fund policies.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Noise levels can vary depending on programming and events. The warehouse is not fully climate controlled, and temperatures inside can be hot or cold depending on the season. During the COG season, the warehouse is expected to be cold. For safety and comfort, employees should wear long pants, closed-toe shoes, and clothing free of offensive language or images, and should dress in layers or bring a jacket or sweater. Requests for religious, medical, or disability-related exceptions to these guidelines will be handled as reasonable accommodation requests.

Organizational Background

The Children's Fund is a 501(c)(3) non-profit organization created to serve at-risk children in San Bernardino County. Children's Fund mission is giving our vulnerable children support, opportunity and hope by breaking destructive cycles through community partnerships.

Formed in 1986, the Children's Fund operates under a public/private partnership with the County of San Bernardino, who provides the organization's administrative overhead. Because of this unique structure,

the Children's Fund has the distinct opportunity to ensure that donations directly serve this vulnerable youth population. Since 1986, Children's Fund has had the privilege of assisting more than 1.7 million at-risk children throughout our communities. This has taken place under the guidance of a board of directors comprising innovative business and community leaders from all over Southern California with a shared commitment to impact the lives of these children and renew their hope for a vibrant future.

Equal Employment Opportunity

Children's Fund is an equal opportunity employer. We do not discriminate in hiring or employment on the basis of race (including traits associated with race, such as hair texture and protective hairstyles), color, religion (including religious dress and grooming practices), creed, sex, pregnancy, childbirth, breastfeeding, or related medical conditions, gender, gender identity, gender expression, sexual orientation, national origin, ancestry, citizenship status, age (40 and over), physical or mental disability, medical condition, genetic information, marital status, military or veteran status, reproductive health decision-making, or any other status protected by federal, state, or local law.

Children's Fund provides reasonable accommodations to qualified applicants and employees with disabilities, and for pregnancy and religious beliefs or practices, as required by law. To request an accommodation during the application or hiring process, please contact Human Resources.

Qualified applicants with arrest or conviction records will be considered for employment in accordance with the California Fair Chance Act and applicable local law.

At-Will Employment

This is a seasonal position. Employment with Children's Fund is at-will, which means either the employee or Children's Fund may end the employment relationship at any time, with or without cause or notice. Nothing in this job description creates a contract of employment or a guarantee of employment for any length of time.

Job Description Disclaimer

This job description is a summary of the main duties and requirements of the position. It is not an all-inclusive list. Duties may change based on the needs of the COG project, and Children's Fund may revise this job description at any time.