

Position Title: Warehouse Worker/Truck Driver
Department: Center for New Americans
Reports To: IFW Housing Services Coordinator
Date Created: May, 2015

Position Summary:

Obtain and manage household goods, and set up apartments/homes for refugee clients. Maintain the donation warehouse and vehicle. Candidate should be committed to helping refugees make good lives for themselves and their families in the US. This position is a Regular Employee @ 30 hours per week with flexibility of increased hours during high refugee arrivals.

Qualifications:

Candidate should have the physical strength to safely lift and carry heavy household furnishings up and down stairs, good time management and organizational skills, willingness to follow instructions, polite and effective communication skills, ability to work within a “team” model. Valid NY State Driver’s License and clean driving record required.

Essential Functions:

Donations

- Pick up household furnishing donations throughout the Central New York community
- Communicate with donors in a respectful and polite manner
- Complete donation receipt form at the donation pick-up site

Apartment Set-Up

1. Load truck with needed furnishings and household goods
2. Move furniture into apartment/home
3. Set up apartments for new clients
4. Work with volunteers when available

Warehouse

- Clean and organize the IFW warehouse
- Maintain an inventory of purchased items and in-kind donations within the warehouse
- Report any major warehouse maintenance needs to supervisor

Vehicle

- Serve as primary driver on IFW moving truck
- Complete a daily visual inspection of the IFW donation vehicle
- Report needed vehicle maintenance to the Housing Services Coordinator

Reporting & Protocols

- Maintain donation receipt forms for agency records
- Maintain strict confidentiality of client information
- Work as a team member with other program staff.

Special Projects and other duties as assigned

Position Title: Warehouse Worker/Truck Driver
(con't)

Level of Decision Making Responsibility:

Medium

Agency Mission

“InterFaith Works, through education, service, and dialogue, affirms the dignity of each person and every faith community, and seeks to build relationships and understanding among us.”

Agency Vision Statement

“InterFaith Works builds bridges of understanding to affirm the dignity of all people in Central New York. Working with the different faith communities and the diversity of the region’s people, we address deeply embedded social divisions. Informed and influenced by the values and ethics of the faith traditions, we work with the community to find common ground on its issues. Using the tools of interfaith and cross-cultural dialogue, we create life-changing experiences that lead to actions for the creation of a more equitable and loving community.”

Center for New Americans Description

Annually, InterFaith Works settles 400-600 refugees who arrive from areas of conflict around the world that have resulted in refugees or asylees. The agency meets them at the airport, arranges for an affordable, furnished apartment, and assists with medical and social services, English language skills, school enrollment, and employment.

Interested Candidates may send a cover letter and resume to:

Marcy Bowles
Human Resources Administrator
InterFaith Works of CNY
1010 James Street
Syracuse, NY 13203
mbowles@interfaithworkscny.org