

# HELP WANTED



## **Emmaus Inc. “Where Everybody Matters”**

Job Title: **Facilities Department – Part-time Materials Handler**  
Department: **Maintenance**  
Reports to: **Facilities Manager**  
Approved by: **Chief Executive Officer**  
Approval Date: **Sept 2023**

### **Perfect for students or looking for a great after school job, 15 hours per week.**

Emmaus Inc., a multi service agency providing shelter and supportive services to homeless families and individuals is looking for a Materials Handler to join our Maintenance Team. The Materials Handler is responsible for safely moving donations and other materials throughout our agency.

#### **Responsibilities:**

- Safely and efficiently unloading, receiving, sorting, putting away, or moving material goods.
  - Transporting donations to and from the donation center and to storage and distribution sites in our direct service programs and administrative offices.
  - Assist in picking up and distributing food donations from local grocery stores and distributing donations to various Emmaus programs.
  - Stocking and disposing of materials on “free table” items in both shelters
- Working with the maintenance, shelter, food warehouse and other staff to ensure sufficient supplies of needed items.
- Maintaining a clean and safe working environment by managing trash, washing, vacuuming, sweeping, or other cleaning processes.
- Neat, timely, and accurate completion of all appropriate documentation.
- Making positive suggestions to improve our business process.

#### **Qualification:**

- Ability to communicate and good people skills.
- Willingness to learn new skills.
- Basic computer skills including working knowledge of Microsoft Word and email applications.
- Ability to read, write and communicate in English.
- Ability to perform a physically active job (including the ability to carry materials up several flights of stairs).
- Must be able to lift 50 lbs.
- Ability to pass Emmaus driving records insurance screening and CORI check.
- Under 18 will need a work permit issued by high school.