

## Warehouse Distribution Associate

### Position Description



## About VOCEC

VOCEC exists to create rehabilitative job opportunities for people living with mental illness.

We facilitate the road to recovery and help people reach their full potential.

Recovery is our focus—it's possible through work!

## Purpose:

The Warehouse Distribution Associate receives and ships a variety of goods, organizes the loading dock and distribution centre

## Skills You Will Develop:

- Customer service skills
- Shipping and Receiving
- Working in a team environment
- Prioritization
- Use of a lift truck or forklift
- Problem solving
- Arriving to work on time
- Appropriate workplace behaviors

## Duties and Responsibilities:

- Manually load cars, trucks and trailers with newspapers and other print materials
- Assist with loading / unloading as necessary
- Prepare shipments for pick-up
- May operate pump truck or handtruck to move, convey, shipments from shipping-and-receiving platform to storage or work area
- May operate a forklift to unload trucks or organize warehouse
- Maintains shipping area and warehouse in an orderly manner
- Other duties as assigned

## Qualifications:

- Self identify as living with a severe, persistent mental illness
- Must be able to meet the physical demands of the position
- Depending on work location, some food service associates may have to present a criminal reference check

## Working Conditions:

Exposure to noise, bending, twisting, reaching, lifting, heat (some locations are not air conditioned)