

POSITION AVAILABLE

Outreach Community Ministries, Inc. (OCM) is an interdenominational, Christian, community service organization. We are seeking to attract and hire a diverse staff of highly competent professional employees.

Position Title: Resale Store Warehouse Manager

Division: Jubilee Furniture Company—Carol Stream, IL
Jubilee Furniture Company (JFC) is a used furniture resale outlet that generates income after expenses to support the ministries of Outreach Community Ministries. JFC also provides in-kind furniture contributions to other charitable organizations in support of their work with families in need.

Job Responsibilities: The Warehouse Manager is responsible for completing furniture pickups; overseeing furniture pick up volunteers and scheduling all maintenance and repairs for the Jubilee Furniture truck. Additionally, the Warehouse Manager is responsible for assisting with on-site management of the store's operations: furniture repair, showroom presentation and sale days; managing on-site volunteers and community service workers and maintaining and supervising the dock/receiving area. The Warehouse Manager also attends monthly meetings with the JFC Leadership Team.

Requirements: Valid IL Driver's License, auto insurance and good driving record required. Must have or be able to obtain a CDL license. Previous transportation, furniture delivery and furniture repair experience strongly preferred. Strong customer service, communication and organizational skills; basic computer skills (Internet, Microsoft Word). Team-player and the ability to work well with staff and volunteers. Able to move large-sized furniture independently and the ability to lift up to 75-100lbs. A commitment to OCM's Statement of Mission and Faith is required.

Status: Full-time. Daytime hours Tues. thru Thurs., Fri. 12pm–8pm and Sat. 8:30am—4:30pm. One Tues. evening each month for leadership team meeting. Position reports to JFC General Manager.

Salary Range: Salary for this position falls between \$29,800 – 38,675 based on skills and experience. A salary bonus option may be available annually based on store sales.

To Apply, Send Resume to: Heather Smith, Outreach Community Ministries
122 W. Liberty Dr., Wheaton, IL 60187
hsmith@outreachcommin.org

Posting Date: March 3, 2010 **Start Date:** April 2010

All applicants will be considered without regard to race, color, sex, national origin, age or any other characteristic protected by applicable state or federal civil rights law. OCM, Inc. reserves the right to make faith-based hiring decisions as permitted under Title VII (42 U.S.C. Section 2000e – 1(a))