Volunteer Position Description

Position Name: Warehouse Aide
Location: Atlanta Community ToolBank Warehouse, 410 Englewood Ave SE, Atlanta, GA 30315
Length of Term: 3 months, followed by performance based review for an additional term
Time Commitment: 1-2, four-hour shifts weekly (Open Monday-Friday, 8:00am-5:00pm)
Reports to: Carole Honeycutt, Coordinator of Program Activities

Purpose of Position:
To assist the Atlanta Community ToolBank with general support through maintenance and organization of the warehouse and tool inventory.

Key Responsibilities:
- Put tools away from incoming orders/pull tools for outgoing orders
- Provide occasional basic tool maintenance (string weed trimmers, change utility knife blades etc.)
- Maintain clear aisle ways
- Inspect inventory and remove tools in need of repair/branding
- Tend to battery charging station
- Perform any other warehouse related tasks as requested by ToolBank staff

Qualifications:
- Attention to detail
- Organizational skills
- Ability to lift 25 pounds
- Willing to get dirty

Miscellaneous
- Must understand and commit to the Atlanta Community ToolBank Mission, Vision and Value Statements
- Willingness to work in a space that is not temperature controlled
- Instruction and guidance will be available as needed
- Closed toe shoes & clothes that can get dirty are required

Compensation & Benefits
- This position is a volunteer position