



110 N. POPLAR STREET • P.O. BOX 352 • WILMINGTON, DELAWARE 19899 • (302) 656-8542 • 653-8314 • FAX 777-5502

Processing Center Manager

Shift: Day Shift

Minimum Qualifications

- Born-again believer in Christ, in word and example
- High School, GED, or equivalent experience, valid Driver's License. Pass DOT physical and acquire DOT medical card.
- Must be able to drive a 24-foot, non- CDL straight box truck
- Must be able to lift 50 lbs.

Report: Service Director

Essential Functions:

- Drive cargo vans, box trucks and forklifts.
- Keep inside and outside of the Processing Center safe, clean, neat and orderly.
- Safe operation of equipment at all times.
- Safe storage of skids on floor and racks.
- Notify supervisor of any safety issues with any equipment.
- Scheduling/Covering donation pick-ups.
- Input donation receipts into In-Kind database.

Key Responsibilities:

- Train and supervise assigned program men and women during work therapy hours.
- Track resident hours worked.
- Sign off on program work sheets.
- Develop systems to efficiently handle donated items
- Give feedback to counselors and other pertinent staff.
- Coordinate with Projects/Development Dept. for volunteer projects
- Perform any duties/tasks the Support Service Director or President requests.
- Commit to working Thanksgiving Day (Great Thanksgiving Banquet) and the Back-to-School Rally (2nd Saturday in Aug.).