



BERNIE'S
BOOK BANK

Bernie P. Di...

BOOKS FOR A BETTER LIFE

Title: Back of House Specialist

Reports to: Back of House Supervisor

FLSA Classification: Hourly, Non-Exempt

Job Status: Full-time

Primary Function:

Bernie's Book Bank is looking for an enthusiastic and dedicated team player to serve as a Back of House Specialist to **help clean and maintain our 35,000 square foot facility and oversee the day-to-day shipping, receiving, and inventory needs** of the organization.

Job Summary:

This position will focus on the overall maintenance and upkeep of the facility including cleaning, repairs, improvements and safety; as well as the shipping, receiving and inventory needs of the organization.

Essential Job Responsibilities:

- Conduct daily cleaning and special cleaning projects according to checklists and as directed
- Complete basic maintenance tasks
- Manage inventory to assist in the processing of books and assist the Processing Center Team
- Prepare/stage distribution and collection materials for upcoming outbound deliveries and assist with unloading inbound collected/donated books
- Help prepare materials to be recycled and schedule pick up of materials
- Perform general warehouse duties to assist with overall operation (clean, organize, maintenance, etc.)
- Receive inbound shipments and deliveries, check for accuracy, and disperse accordingly
- Other duties as assigned

Requirements:

- MUST have and exude an exceptionally positive, "I CAN" attitude, be self-motivated and able to work independently with minimal supervision
- MUST demonstrate an understanding of the value of relationships as the lifeblood of Bernie's Book Bank
- MUST represent the following qualities: problem-solver, strong work ethic, fast-paced, flexible, responsible, communicative, organized, personable, multi-tasker, attention to detail
- Demonstrate the ability to safely operate forklifts, reach trucks, and pallet jacks
- Minimum one year warehouse and or cleaning experience preferred
- MUST be available Monday-Friday
- Clean driving record and acceptable background check results

Working Conditions/Physical Demands:

While performing the duties of this job, the incumbent will typically be working in a warehouse environment and operating a vehicle and warehouse related equipment. Will be required to see, hear, and touch on a regular basis. Must be able to lift 50 pounds unassisted. At times, may be required to work within the processing center.

Reasonable accommodations may be made for individuals with disabilities to enable them to perform the essential job duties.

The pay range is \$13.50-\$14.50

Please feel free to send resumes directly to Email: caryn@berniesbookbank.org

Location: [Bernie's Book Bank](#) • 917 N. Shore Drive • Lake Bluff, IL 60044