



Position Title: Warehouse Assistant

Department: Sustainability

FLSA Status: Part-time, Non-exempt

Location: Hastings, Nebraska

Reports to: Operations Manager

Date Created: October 2025

Position Summary: The Warehouse Assistant in Hastings assists in the day-to-day operations of the Hastings location, which includes but is not limited to the St. Joseph Gift and Thrift Store, St. Anthony Food Pantry, and warehouse. This individual provides support to program staff and agency recycling efforts.

Essential Functions:

- Maintain cardboard recycling operations, metal recycling operations, and trash operations.
- Assist program staff in the delivery of services, including Open Table, agency recycling efforts, food drives, and holiday events.
- Assist donors and clients in a respectful manner.
- Make trips to pick up items as needed.
- All other duties as assigned.

Preferred Competencies:

- Communication; written and verbal
- Teamwork
- Problem Solving
- Ethical
- Safety and Security

Qualifications:

High school diploma or general education degree (GED); or one to three years related experience and/or training; or equivalent combination of education and experience. Must be knowledgeable about the Catholic Church and support its moral and religious teachings.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, use hands to handle or feel, reach with hands or arms, climb or balance, talk or hear. The employee must regularly lift and/or move up to 75 pounds.

Working Environment:

While performing the duties of this job, the employee is working both indoors and outdoors. The noise level in the work environment is usually moderate.