



THE SALVATION ARMY
HARRISBURG CAPITAL CITY REGION
506 S. 29th STREET
HARRISBURG, PA 17104

EMPLOYMENT POSITION AVAILABLE

Position: Warehouse Lead
Department: Harrisburg – Operations & Facilities Services
Availability of Position: ASAP
Schedule: 40 hours/week / Non-Exempt
Reporting Relationship: Operations Manager
Salary and Grade: \$24.00 per hour / 76

The Salvation Army is hiring and offers truly excellent benefit package to eligible employees including:

- Generous paid time off every year that includes: holidays, up to 3 personal days, vacation time and sick time.
- Employer funded Pension Plan (company contributions begin after 1 year of employment)
- Comprehensive health care coverage with low cost employee premiums, co-pays and deductibles
- Eligibility for supplemental insurance plans including Short Term Disability, AFLAC and Voluntary Term Life
- Flexible Spending Accounts
- Remitted Tuition Program
- Eligibility for the Federal Government's Public Student Loan Forgiveness Program
- Most importantly – a job with a good purpose!

Position Overview:

The Warehouse Lead is responsible for overseeing the daily organization, inventory control, safety, and operational efficiency of the warehouse in support of food pantry services, seasonal programs, and other departmental needs. This position ensures the proper receiving, storage, distribution, and tracking of food, supplies, and donations while maintaining compliance with health, safety, and food-handling regulations. The role also supports vehicle and equipment oversight, maintains required records and reports, coordinates partnerships related to food rescue and shared donations, and supervises volunteers or interns assigned to warehouse and pantry operations. In addition, the Warehouse Lead provides logistical and transportation support, helps strengthen community partnerships, and contributes to the overall mission by treating all individuals with dignity and respect.

Description of Position:

The Warehouse Lead oversees the daily operation of The Salvation Army Harrisburg Capital City Region Corps warehouse, ensuring the safe, efficient receipt, storage, inventory, and distribution of food and donated goods that support the Choice Food Pantry and other community programs. This position coordinates food rescue partnerships, manages inventory, maintains warehouse organization and food safety standards, and supports seasonal food and holiday distribution initiatives.

Working closely with the Food Access Manager and Food Pantry Coordinator, the Warehouse Lead helps ensure the pantry remains well-stocked with nutritious food, supports internal programs with food and supplies, supervises warehouse volunteers, and maintains accurate records, statistics, and compliance with food safety and organizational standards. The role also includes monitoring warehouse equipment, vehicles, and facilities, coordinating maintenance needs, and fostering strong partnerships with food banks, grocery stores, and community organizations to maximize resources and reduce food waste.

As a key member of the Programs & Services team, the Warehouse & Food Access Coordinator helps advance The Salvation Army's mission by providing efficient operations that expand food access and serve individuals and families with dignity, compassion, and excellence.

As a representative of The Salvation Army, the successful candidate is expected to support and uphold the mission and values of the organization, demonstrating professionalism, integrity, compassion, and respect in all interactions. This position contributes to The Salvation Army's mission of meeting human needs in the name of Jesus Christ without discrimination.

The above list of job duties is not exclusive or exhaustive and the candidate will be required to undertake such tasks as may reasonably be expected within the scope of the post.

Requirements:

- High school diploma or equivalent required; 3–5 years of experience in warehouse operations, inventory/logistics management, food pantry operations, or related fields preferred.
- Experience working in human services or community-based programs, particularly with diverse or underserved populations, preferred.
- Valid driver's license with the ability to meet The Salvation Army's insurance requirements and operate agency vehicles as assigned.
- Demonstrated organizational, problem-solving, and critical thinking skills, with the ability to exercise sound judgment and work with minimal supervision.
- Strong interpersonal and communication skills, with the ability to build rapport and collaborate effectively with staff, volunteers, donors, and clients from diverse backgrounds.
- Ability to supervise, train, and support volunteers, while enforcing organizational policies and maintaining program quality standards.
- Proficiency in Microsoft Office Suite, email, and data entry, including maintaining records in databases and spreadsheets.
- Ability to manage resources responsibly in a nonprofit environment, demonstrating flexibility, attention to detail, and initiative.
- Commitment to confidentiality, professionalism, and respectful treatment of all individuals, including clients, volunteers, staff, donors, and community partners.
- Ability to obtain or maintain required certifications, including:
 - CPR/First Aid certification within 90 days of employment
 - ServSafe, forklift, pallet jack, and related equipment training as required within 90 days of employment
 - Mandated Reporter training in accordance with PA Act 153 of 2014 within 30 days of employment, with renewal every five years thereafter
- Must successfully complete and maintain required PA Act 153 Child Protection Clearances (PA Child Abuse History Clearance, PA State Police Criminal Record Check, and FBI Criminal Record Check).
- Demonstrate understanding of and commitment to supporting the mission of The Salvation Army.

Contact: Please submit your resume and cover letter as instructed below.

External candidates interested in this position please apply online at <http://careers.salvationarmy.org>.

Internal candidates interested in applying for this position please apply at <http://internal-usesalvationarmy.icims.com>.

No Phone Calls Please.

Released by the Divisional Human Resources Department

All qualified applicants will receive consideration for employment without regard to race, color, sex, national origin, disability or protected veteran status.

The Salvation Army's Mission Statement

The Salvation Army, an international movement, is an evangelical part of the universal Christian church.

Its message is based on the Bible. Its ministry is motivated by the love of God.

*Its mission is to preach the gospel of Jesus Christ
and to meet human needs in His name without discrimination.*

Requisition No.