

the canby center
el centro de canby



Logistics Specialist Job Description

*In God's love, we renew dignity and
inspire learning for youth and families.*

The Canby Center is a unique organization making an extraordinary difference in the Canby Community. We believe that every person is important to God and society. We support people in discovering their value, renewing their dignity, and inspiring them toward a future filled with hope. We are a faith-based, Christ-centered, relational community.

We are growing to serve our community through an innovative and expanded 18,000 sq ft facility projected for completion in 2025. We hope you will consider joining our team of compassionate servant leaders.



Logistics Specialist Job Description

To apply, submit a cover letter and resume to Employment@TheCanbyCenter.org

Position Title: Facilities & Logistics Specialist
Reports To: Facilities and Operations Coordinator
Classification: Part Time, Non-exempt, 20 Hrs Weekly,
Schedule: Daytime Monday thru Friday subject to delivery schedule
Compensation: \$19 - \$21 an hour depending on experience

The Logistics Specialist serves The Canby Center (TCC) staff, volunteers, and members with logistical support. From engaging volunteers, to moving a high volume of food and clothing donations, the Logistics Specialist will be a self-starter, detail oriented, and a champion of safety.

Food and Clothing Logistics – 90%

- Unload donations, ensuring they are weighed, logged and stored properly
- Maintain professional and responsive relationships with TCC partner agencies, donating business partners and facility/equipment vendors
- Pick-up food at various locations in TCC van
- Organize, clean and maintain warehouse, Community Share and storage areas.
- Provide training and direction to volunteers in facilities/logistics tasks as assigned
- Help manage set up/clean up of food distributions
- Other duties as assigned

Safety and Cleaning – 10%

- Maintain relevant certifications in equipment safety
- Identify unsafe conditions, report and repair them as needed
- Warehouse and parking lot maintenance

Skills and Capabilities

- Ability to self-start and self-direct attention to logistics needs
- Valid Driver's License and clean driving record
- Forklift experience required
- Bilingual Spanish and English a plus
- Strong interpersonal skills to communicate with community members
- Patience and composure when faced with challenges
- Ability to manage priorities as needs change throughout the workday
- Ability to work well with diverse groups of people
- Willingness to adjust hours to accommodate the needs of the job
- Ability to work in a fast-paced environment with frequent interruptions

Work Environment/Environmental Condition:

Office and warehouse, with local travel.
Must be able to lift 50 lbs.

Because we believe that professionally qualified, committed Christian personnel are key to the operation of a Christian faith-based nonprofit, and that employees, by the pattern of their lives, serve as role models to our participants, the job descriptions for all employment positions at TCC contain the following statements relating to requested personal qualities.

General Employment Requirements:

- The employee will have received Jesus Christ as their personal savior, John 1:12
- The employee will be in agreement with TCC's doctrinal statement
- The employee will believe that the Bible is God's word and standard for faith and daily living, II Timothy 3:16-17
- The employee will be a Christian role model in attitude, speech, and actions toward others. This includes being committed to God's biblical standards for morality and sexual conduct, I Tim. 4:12, Luke 6:40, Col. 3:17, Titus 2:7-8, I Thess. 2:10 & 5:22.
- The employee will be a regular participant in an Evangelical church

Employee Benefits:

- Cell Phone Allowance

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