

- Maintain vehicle records and calendar of scheduled maintenance (e.g. oil changes and inspections)
- Identify and schedule emergency maintenance needs
- Ensure federal, state and local regulations are adhered to with proper documentation (i.e. insurance, registrations, CDOT, OSHA, CDPHE)

Qualifications:

- Proven experience in warehouse operations or similar
- Strong organizational and time management skills
- Excellent communication and leadership abilities
- Previous experience managing budgets
- Excellent people management skills
- Knowledge of food safety regulations and civil rights compliance is a plus
- Ability to perform physical tasks, including lifting and moving heavy items, as part of daily operations
- Valid driver's license with a clean driving record along with ability to drive large trucks

Working Conditions:

- This position involves both administrative and hands-on responsibilities
- Work may include lifting up to 50 pounds, bending, standing, and operating warehouse equipment
- Flexibility to adapt to changing priorities and address operational needs as they arise
- Driving large vehicles on an as-needed basis

Note: The Warehouse Manager will be expected to actively engage in the physical tasks of the warehouse and assist wherever needed to ensure the success of the team and the organization's mission.

Benefits:

- Salary Pay between \$57,000 to \$65,000 annually DOE
- Generous vacation benefits, health insurance, IRA- retirement matching program

Employment for the position of Warehouse and Facilities Manager at LIFT-UP is contingent upon the successful passage of a background check.

To apply: Please submit resume and cover letter detailing interest and qualifications for the position in one (1) pdf document to office@liftup.org by June 27, 2025.