



The Hartville Thrift Shoppe

Job Title: Donation Attendant

Synopsis:

The Donation Attendant is responsible for keeping the material goods moving through the Hartville Thrift Shoppe. This person is responsible to the Donated Goods Manager of the Thrift Shoppe.

Assignment Description:

The Hartville Thrift Shop seeks to be a friendly, caring presence in the community, showing value and respect to all. Practicing and promoting faithful stewardship and care for God's creation and raising funds for MCC are also key components to the mission statement of this and other MCC Thrift Shops.

Duties:

Donations & Presort Areas

- Be sure there are available racks for the donation room at all times.
- Be sure the donation room is being cleared out at regular intervals.
- Help cleaning out the donation room on weekends and holidays.
- Be sure each presort area is set with the containers and carts that are needed.
- Keep all isles cleared.
- Presort wares and textiles as needed.
- Process product as needed (furniture, electronics, wares, clothing, books, etc.).

Warehouse Operations

- Move textiles, wares and other unprocessed donations to the warehouse as needed (only as a last resort).
- Bring unprocessed donations from the warehouse to the back room as needed.
- Bail clothing and cardboard as needed.
- Keep floors swept and free of debris.

General Operations

- Work with and facilitate the work of volunteers.
- Take furniture to customers' cars and help them load the items.
- Light maintenance of the building including shoveling and salting sidewalks and entrances.
- Create a culture of high moral (have fun) and great customer service.

- Promote the mission of the shop and MCC to various constituencies and the community both in the shop and outside of the shop
- Other duties as assigned by the manager of the store

Other Requirements

- Ability to lift 50 lbs.
- Ability to operate material handling equipment.
- Problem solving and organization skills.
- Commitment to supporting the mission of the Hartville Thrift Shoppe, the work of MCC and those we serve
- Customer service skills
- Ability to work with long periods of standing, bending and carrying
- Ability to be flexible and positive in a fast-paced environment where priorities change quickly