



# The Hartville Thrift Shoppe

**Job Title:** Processor

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## **Synopsis:**

The Processor works in production wherever their help is most needed. This person is responsible to the Store Manager.

## **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:**

### **Processing Clothing**

- Presort clothing putting poor quality clothing into a salvage container, stacking up good clothing on a processing table or in a presort bin
- Hang good clothing on appropriate hanger and place on Z rack based on gender, category
- Tag each garment with the color barb for the color of the week

### **Processing Housewares**

- Presort housewares
- Move all housewares that need to be washed to the dishwasher
  - All other housewares place in pricing bins based on price
- Pricing housewares: Take a bin of housewares for a specific price, be sure the pricing gun is set to the correct price and has the correct color labels in it, & price wares one bin, one price point at a time.

### **Running Product to the sales floor**

### **Run Register as necessary**

### **Other Duties As Assigned**

### **Other Requirements**

- Ability to lift 50 lbs.

- Ability to operate material handling equipment including a fork lift
- 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