

**Family Crisis Center of East Texas**  
*(Women's Shelter of East Texas, Inc.)*  
**Job Description**

**Job Title:** Sorter  
**Dept./Program:** Thrift Store  
**Reports To:** Thrift Store Manager  
**FLSA Status:** Non-Exempt  
**Approved By:** Executive Director  
**Approval Date:** August 19, 2013

**POSITION SUMMARY**

Maintains quality of merchandise for agency's thrift store.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

Sorts textiles, shoes, purses, belts, and other soft goods for quality and value.

Sorts, stores and recognizes seasonal products and donations.

Maintains salvage and reporting supply need for salvage.

Assists donors when they arrive by promoting friendly and helpful customer service and donor care.

Takes trash out to trash container.

Maintains the cleanliness and organization of the donations and seasonal storage area.

At the direction of the Operations Manager, may assist with donation pick-ups from locations away from Thrift Store.

Follows all policies and procedures at all times.

All other duties as assigned by the Operations Manager or Store Manager.

In accordance with the philosophy of the agency, may occasionally be required to carry out or assist with other tasks in addition to the duties listed above.

Believes in, promotes and acts in accordance with the agency's mission and goals.

**SUPERVISORY RESPONSIBILITIES**

This position has no supervisory responsibilities.

**Miscellaneous:**

Attends and participates in agency staff meetings and other agency functions as directed by Supervisor and/or Executive Director

Attends conferences as directed by Supervisor and/or Executive Director

Other duties as assigned by Supervisor and/or Executive Director

Believes in, promotes and acts in accordance with the agency's mission and goals

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION, TRAINING, AND/OR EXPERIENCE**

High school diploma or general education degree (GED) with minimum six months retail or merchandising experience and training.

### **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to organize workloads and set priorities to carry out assigned tasks in a timely manner. Ability to manage multiple duties. Ability to demonstrate discretion and common sense.

### **LANGUAGE SKILLS**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to appropriately present information in one-on-one and small group situations to customers, clients, volunteers, and staff.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Must have and maintain a valid Class C Texas Driver's License or Valid I.D.. Must have and maintain an acceptable criminal record check.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job requires frequent prolonged standing, reaching, stooping, walking, carrying and heavy lifting.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions and duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Occasional exposure to communicable diseases and airborne particles and sharp objects.

**SIGNATURE BLOCKS**

**I acknowledge receipt of the above Job Description.**

\_\_\_\_\_

**Employee** \_\_\_\_\_  
**Date**

**I have reviewed the Job Description with the employee.**

\_\_\_\_\_

**Supervisor** \_\_\_\_\_  
**Date**