

Women's Shelter of East Texas, Inc.

Job Description

Job Title: Thrift Store Maintenance & Donation Pick-Up Technician
Dept./Program: Thrift Store
Reports To: Thrift Store Director
FLSA Status: Exempt
Approved By: Executive Director
Approval Date: February 25, 2015

POSITION SUMMARY

Picking up and delivering Thrift Store merchandise and donations as directed by the Thrift Store Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

At the direction of the Thrift Store director will assist with donation pick-ups from various locations away from Thrift Store.

Safe operation of agency vehicles and equipment.

Picking up, transporting and delivering Thrift store donations and merchandise.

Transporting/carrying items to/from customer's/donor's vehicle.

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

Maintains the cleanliness and organization of donations and storage area.

Transporting donation salvage to landfill as directed by Thrift Store Director.

Corrective maintenance and custodial services.

Prepares merchandise displays at the direction of the Store Manager or Thrift store Director.

Ensures that Thrift stores physical layouts are appropriate, safe, and clean.

Follows all policies and procedures at all times.

All other duties as assigned by the Thrift Store Director or Store Manager.

Adhere to safe work practices and procedures.

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.

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

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities

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 a minimum one year experience and training.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers, employees, volunteers and/or clients.

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.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have and maintain a valid Class C Texas Driver's License and proof of current insurance. Must have and maintain an acceptable criminal record check and Drug Test.

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 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.

SIGNATURE BLOCKS

I acknowledge receipt of the above Job Description.

Employee **Date**

I have reviewed the Job Description with the employee.

Supervisor **Date**

.

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.

Must have reliable transportation as well as working at both thriftstores