



**Position Title:** Donation Processor

**Department:** Social Enterprise

**Reports to:** Donation and Receiving Manager

**FLSA Status:** Non-Exempt, Hourly

**Job Type:** Part-Time, 12hrs/wk.

**Compensation:** \$12.00/hr.

## **Job Summary**

Reporting to the Donation and Receiving Manager, the Donation Processor processes donations from donors to retail. This includes, but is not limited to, accepting, sorting, and pricing donated items.

## **Responsibilities**

- Able to perform any of the required job duties within the processing team. This includes all requirements related to accepting donations, presorting, and pricing merchandise.
- Welcome donors in a timely manner in a way that they feel appreciated and valued.
- Handle the receiving and donation process with the utmost respect and care including, greeting the donor, assisting in unloading donations, and issuing a receipt.
- Help maintain a clean and well-organized reception, presort, and processing areas.
- Maintain a clean and well-organized personal processing station.
- Ability to recognize quality merchandise and effectively seek guidance on pricing from Retail Manager.
- Work with and effectively communicate with the Donation and Receiving Manager, other processing employees, and donors daily.
- Daily serve with fellow employees so that there is a healthy and productive work environment.
- Ability to produce quick and accurate work in a face-paced environment.
- Understand and comply with policies and procedures related to donated items, including prohibited items and pricing guides.

## **Education & Experience**

High school diploma or GED required.

## **Skills & Abilities**

*The Erie City Mission considers every position one of Christian ministry and every person a vital and valued part of our team. Therefore, it is essential that all employees of the Erie City Mission have a personal relationship with Jesus Christ and subscribe to our Statement of Faith and Core Values.*

- Must have a friendly, smiling demeanor.
- Excellent communication skills (both oral and written) with an excellent command of the English language.
- Ability to write in legible clear handwriting.
- Excellent organizational skills.
- Must be detail-oriented and have solid organizational skills.
- Must be able to work in a fast-paced environment.
- Must be a problem solver and be able to work with a minimum of supervision and take initiative.
- Excellent time management skills.
- Must possess a demonstrable level of skill and proficiency in planning so to meet established goals.
- Computer skills to include general typing skills.
- Ability to access web sites to help evaluate the value of donated items.
- Ability to read and define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret a variety of instructions furnished in written or oral form.
- Ability to take responsibility, to work well as a team member and to work independently without supervision within the scope of normal duties and responsibilities.
- Personal qualities of maturity, humility, strong work ethic, and a roll-up-my-sleeves attitude.
- Demonstrated experience with and sensitivity to varying cultural, ethnic, and social background, values, and attitudes.

## **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.

While performing the duties of this job, the employee is primarily sedentary, sitting for long periods of time and is regularly required to stand, walk, use hands to finger, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally

required to climb or balance; stoop, kneel, crouch, or crawl and taste or smell.

The employee must regularly lift and/or move up to 10 pounds, frequently lift and/ or move up to 25 pounds and occasionally lift and /or move up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Contact with computer screen for long periods of time is required.

### **Other**

Works primarily out of the Erie Thrifty Shopper store, but monthly all-staff meetings will require travel to main campus.

### **Benefits**

#### **Part-time employees after 90 days receive:**

- 401(k) with generous 5% company match