

Donation Center and Store Associate - Job Description

Job Title: Donation Center and Store Associate

Reports To: Donation Center and Store Manager

Job Status: Full-time, Non-Exempt

Our Donation Center and Store is open Tuesday – Friday: 10am-6pm and Saturday from 9am-5:00pm. Associates will work a 40 hour schedule during these hours, with occasional overtime as required.

Job Summary: Assists Donation Center and Store manager with all aspects of the store's operations.

Job Duties & Responsibilities

- Monitors the flow of incoming goods from drop off/clean up to pricing. Includes:
 - Unloading and sorting donation carts;
 - Separating items according to category (sellable merchandise, recycle, trash, etc);
 - Assisting with pricing of items;
 - Rotating stock and restocking empty areas
 - Ensures cleanliness of the warehouse and sales floor.
- Displays and arranges merchandise on sales floor.
- Operates cash register and checkout area.
- Assists other Associates in other areas of the store as needed.
- Hauls trash to local refuse if needed.
- Provides excellent customer service.

These duties are not exclusive and with consideration of the job requirements and the employee's skills, this job description can be added to or taken away from at the discretion of the employee's immediate supervisor.

Job Skills & Requirements

Raleigh Rescue 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 RRM have a personal relationship with Jesus Christ and subscribe to our Statement of Faith and Core Values.

- High school diploma or GED
- 2 years experience in warehouse or retail environment preferred
- Bilingual abilities are a plus
- Possess a valid driver's license, with a clean driving record and the ability to be covered under the organization's general liability insurance. (Must be at least 21 years of age to drive Mission vehicles.)
- Mature Christian with the ability to lead as a Disciple of Christ and a desire to serve the Lord in a shelter/recovery ministry.
- Forklift certification preferred. If not certified, must be willing to complete training for Forklift Certification.

Ability to:

- Lift up to 60 pounds on a regular basis, lifting boxes and merchandise.
- Stand on feet for long periods of time and able to stand for most of each shift.

- Work with a wide variety of people in a diverse population (volunteers, staff, Mission clients, Community Service Workers).
- Share the love of Jesus Christ with others and have a desire to help them grow in their relationship with God.
- Work a flexible schedule, including holidays and weekends
- Display a non-judgmental attitude.
- Communicate effectively.
- Take initiative, identifying areas that need attention
- Excellent customer service, interpersonal and organization skills.
- Must have a demonstrated work ethic with consistent attendance and punctuality.