

JOB POSTING – DONATION ATTENDANT, LEE’S SUMMIT

Opportunity – Donation Attendant at our Lee's Summit Thrift Store

The Donation Attendant is responsible for working with donors and volunteers to sort and process merchandise donated to Hillcrest at our Lee's Summit Thrift Store. The perfect candidate will have experience working on a receiving/sorting dock and comfortable working in the weather elements. They will be able to be on their feet for long periods of time. They should be able to safely lift up-to 75 pounds. They should be courteous and enjoy working with the public.

Essential Duties of the Donation Attendant

- Ensuring that each donor receives outstanding service by providing a friendly environment which includes greeting and acknowledging every donor and maintaining outstanding standards.
- Accepting, processing and sorting merchandise in accordance with processing standards.
- Communicate with management regarding incoming donations.
- Follow opening and closing procedures.
- Assist in stocking the sales floor with merchandise.
- Work effectively with volunteers, ensuring their experience is meaningful.
- Daily cleaning and maintenance of store.
- Answer telephone calls and provide Hillcrest information as needed.
- Comply with all policies and procedures.
- Assist with pickups and deliveries as needed.
- Serve in other duties, roles, responsibilities as needed by the organization to fulfill its mission.

Qualifications

- A high school diploma or equivalent is preferred.
- Ability to process information and merchandise through computer system and POS register system.
- Ability to communicate with employees, customers, and donors.
- Ability to read, count, and write to accurately complete all documentation.
- Ability to operate and use all equipment necessary to run the store.
- Ability to work varied hours/days and be reliable.

Additional Details

This is an available part-time or full-time position located at our Lee’s Summit, Missouri thrift store. Hours will vary Monday - Saturday based on availability.

Salary range for this position is \$12.00 - \$15.00 per hour based on experience.

To apply, email your resume and references to Kay Williams, Store Manager at kwilliams@hillcrestkc.org.

Hillcrest Ministries of MidAmerica, Inc. is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.