

## **JOB POSTING – DONATION PICKUP DRIVER**

### **Opportunity – Donation Pickup Driver**

The Donation Pickup Driver is responsible for providing excellent customer service and support to donors who wish to provide donations to our thrift stores. The perfect candidate will have experience working with volunteers and in retail settings. They should be courteous and enjoy working with the public.

### **Essential Duties of the Donation Pickup Driver**

- Closing the stores Monday thru Friday and occasionally open as needed.
- Opening and closing the store two Saturday's a month.
- Adhere to Hillcrest employee handbook and retail policies and engage customers, volunteers, staff, and donors with values that reflect our ministry.
- Responsible for accurate and timely register reconciliation and money handling.
- Manage the stores security system, enabling it and disabling it when necessary.
- Attending to customer requests or inquiries in the store.
- Operating point of sale system.
- Sorting, hanging, and pricing clothing.
- Putting away wares and clothing as needed.
- Making sure that the store is always clean and properly organized.
- Filling in for the store manager when required.
- Follow closing checklist.
- Follow company policies and procedures.

### **Qualifications**

- A high school diploma or equivalent is required.
- Commercial driving experience, a valid Missouri or Kansas drivers license, and a clean driving record is required.
- Ability to lift 75+ pounds is required.
- Familiar working in retail and/or retail is preferred.
- Bilingual in English and Spanish is preferred.
- Ability to process information and merchandise through computer system and POS register system.
- Ability to communicate and understand written and verbal orders.
- Ability to pass all company background checks.
- Ability to work varied hours/days.
- Ability to complete work in a timely, accurate, confidential, and thorough manner.
- Ability to meet the physical demands of the job.

**Additional Details**

This is a full-time position that will travel throughout the Kansas City Metro in Missouri and Kansas to pick up donations to our thrift store. The schedule will vary Monday – Friday and alternating Saturday's from 10 am – 6 pm.

Salary range for this position is \$15.00 - \$22.00 per hour based on experience.

[Click here to apply online](#) or visit <https://hillcrestkc.org/careers/> for more information about our organization.

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