

THRIFT STORE – INTAKE/DONATION SPECIALIST

Are you looking to be a part of something bigger than yourself? How would it feel to know that you are helping to serve the unsheltered men of Rock County? When you join GIFTS (God Is Faithful Temporary Shelter) THRIFT, you join a mission.

The Intake specialist works in a warehouse-like setting sorting and providing good customer service to the donors of Rock County. This includes sorting the daily flow of donations and interacting with the public, volunteers, and guests from the shelter. The donations received will benefit the store and provide revenue to the GIFTS Men's Shelter. Store is open M-Sat - 10-6pm. Saturday 10-5pm. We will consider two part-time people or 1 full-time.

Responsibilities:

- Greet donors and receive donations including providing tax receipts.
- Sorting through donations and bringing items to the appropriate departments.
- Maintaining a clean work environment and ensuring safety measures are being upheld.
- Cleaning and clearing work area at the end of each shift.
- Participation in daily devotions with the team prior to the opening of the store.
- Providing coaching and feedback to guests from the shelter where and when appropriate.
- Tracking donations daily and reporting numbers to Business Store Manager.
- May be asked to cover other departments as needed.
- Train on bailer machine to assist in moving bales to warehouse.
- Conducting Inventory as necessary
- Other duties as assigned by the Retail Supervisor or Store Manager.

REQUIREMENTS:

- Open to working in a Christian environment.
- This position requires the ability to stoop, bend, reach, and lift or move items weighing up to 75 pounds (when lifting alone) or 250 pounds (when team lifting).
- Committed to the mission, vision, and values of God Is Faithful Temporary Shelter (GIFTS).
- Desire to serve to impact vulnerable communities.
- Minimum of a 1- year work history at the same company, non-profit, service, warehouse, or other similar fields.
- Strong administration & organizational skills
- Ability to work on a team; ability to work independently.
- Willingness to work on Saturday's.
- Ability to handle numerous church & volunteer relationships.

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 accommodation may be made to enable individuals with disabilities to perform essential functions.

- While performing the duties of this job, the employee is required to have ordinary ambulatory skills sufficient to visit other locations.
- The ability to stand, walk, stoop, kneel, crouch, and manipulate (lift, carry, move) light to medium weights of 50 pounds.
- Requires good hand-eye coordination, arm, hand, and finger dexterity, including ability to grasp, and visual acuity to use a keyboard, operate equipment and read information.
- The employee frequently is required to sit, reach with hands and arms, talk and hear.