



FLSA Status | Non-exempt
Pay-Scale | Full Time or Part Time; Hourly

SUMMARY

Processor

Department | Operations/Processing

Reports To | Processing Manager

To process donations from donors to retail. This includes, but not limited to, accepting, sorting and pricing donated items. This includes but is not limited to compliance with company policies and standards, procedures, and the Hope Ministries LLC Thrift Stores' Mission Statement.

ESSENTIAL FUNCTIONS OF THE JOB

1. Is able to daily perform any of the required job duties within the processing team. This includes all requirements related to accepting donations, presorting and pricing merchandise.
2. As needed, welcome donors in a timely manner in a way that they feel confident that Hope Ministries LLC Thrift Stores appreciates them and understands their value.
3. As needed, handle the receiving and donation process with the utmost respect and care including, greeting the donor, assisting in unloading donations, telling the Hope Ministries LLC Thrift Stores' story, repeating details back to donor and issuing a receipt.
4. Help maintain clean and well organized reception, presort and processing areas.
5. Maintain clean and well organized personal processing station.
6. Adhere to, daily, all employ Hope Ministries LLC Thrift Stores' Mission Statement.
7. Ability to recognize quality merchandise and effectively seek guidance on pricing from Processing Manager.
8. Work with and effectively communicate with the Processing Manager, other processing employees and donors on a daily basis.
9. Daily serve with fellow employees so that there is a healthy and productive work environment.
10. Adhere to daily and weekly production goals.
11. Ability to produce quick and accurate work in a face-paced environment.
12. Understand and comply with policies and procedures related to donated items, including prohibited items and pricing guides.
13. Effectively use the donation receiving script to communicate appreciation, the Hope Ministries Mission Story, and Corner of Your Field to donors.

SPIRITUAL GUIDELINES

1. Practicing believer in the Lord Jesus Christ.
2. Belief that the Bible is God's true Word.
3. Commitment to growth in relationship with the Lord Jesus Christ and in Christian maturity.

KNOWLEDGE, SKILLS AND ABILITIES

1. Must be a people person with a pleasant and willing attitude and have a servant's heart.
2. Must have a friendly, smiling demeanor.
3. Excellent communication skills (both oral and written) with an excellent command of the English language.
4. Ability to write in legible clear handwriting.
5. Excellent organizational skills.
6. Must have a commitment to Hope Ministries Thrift Stores' mission and mission statement.

I have read and understand the description and can perform the Essential Functions of the Job with or without accommodation. **New**

Hire Initials _____

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PLANNING/ORGANIZATION

1. Must be detail-oriented and have solid organizational skills.
2. Must be able to work in a fast-paced environment.
3. Must be a problem solver and be able to work with a minimum of supervision and take initiative.
4. Excellent time management skills.
5. Must possess a demonstrable level of skill and proficiency in planning so to meet established goals.
6. Computer skills to include general typing skills.
7. Ability to access web sites to help evaluate the value of donated items.
8. Ability to read and define problems, collect data, establish facts and draw valid conclusions.
9. Ability to interpret a variety of instructions furnished in written or oral form.

EDUCATION AND EXPERIENCE

High School diploma or GED required.

PHYSICAL/ENVIRONMENTAL DEMANDS

Stand – up to 100% of a standard work day.

Walk – up to 75% of a standard work day.

Sit – less than 10% of a standard work day.

Use hands to perform required duties – up to 100% of a standard work day.

Lifting and Bending – up to 75% of a standard work day.

Talk or hear – As needed throughout a standard work day.

Moderate physical activity. Depending on location, this position may require frequent strenuous activity. Able to lift at least 50 pounds. Use hands to lift, sort, clean, organize throughout a standard work day. Depending on location, this position may work in a warehouse setting with some outdoor exposure throughout the workday.

VISION REQUIREMENTS

Close vision (clear vision at 20 inches or less).

Distance vision (clear vision at 20 feet or more).

Color Vision (ability to identify and distinguish colors).

Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point).

Depth perception (three dimensional vision, ability to judge distances and spatial relationships). Ability to adjust focus (adjust the eye to bring an object into sharp focus).

WORK SCHEDULE/HOURS

Part time to full time, Monday through Saturday, up to a maximum of 40 hours per week.

Attendance at specific meetings, off-site events or training, as required.

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Hire Initials _____