

POSITION TITLE: Warehouse intake handler

REPORTS TO: Thrift Store Manager, Assistant manager, Warehouse Intake Lead

POSITION PURPOSE/SUMMARY:

Receive donations, Sort clothing and house wares, prepare them to go to store for pricing.

Duties:

- Accepting donations in a cordial and professional manner.
- Furnish donors with receipt and give them information about Hospice if asked.
- Determine based on written criteria if material is acceptable for store. Explain in a courteous way the reason if we cannot accept certain donations.
- Move all donated materials into warehouse and store in a timely manner.
- Presort clothing, removing torn and soiled items.
- Separate shoes and purses from clothing;
- Clean items before sending to sales floor.
- Place small household and craft items in tote bins for later pricing evaluation.
- Place items too large for tote bins in large containers to be moved to floor.
- Hold items of greater value in designated area for evaluation by Manager or someone assigned by him or her.
- Keep warehouse orderly and secure.
- Provide guidance and structure for volunteers and community service workers ensuring that their time is used effectively while they are assigned to warehouse area.
- Maintain safety standards in warehouse and surrounding areas.
- Conduct testing of electrical items and move to sales floor immediately.
- Direct people to Hospice of Amador services when requested.
- Attend bi-annual volunteer meeting and volunteer dinner.
- Maintain rapport with volunteers and customers.
- Be able to explain clearly the mission of Hospice of Amador & Calaveras.
- Other duties as assigned or required.

General Requirements:

1. Be prompt, friendly and polite to all staff, volunteers, customers and donors. Be willing to help in any capacity necessary.
2. Position requires ability to lift and carry up to fifty pounds alone, and more with other assistance. Be able to work in both summer heat and winter cold conditions.
3. Must be able to work weekends
4. Able to assume more responsibility as needed.
5. Ability and willingness to drive own vehicle.
6. Hold a valid California driver's license.
7. Provide proof of automobile insurance.