



**The Place of Forsyth County Thrift Store**

**Position: Donation Specialist/Quality Control**

**Classification: Full or Part Time**

**Reports To: Thrift Store Manager**

**Contact: Tara Hardwick [tara@theplaceofforsyth.org](mailto:tara@theplaceofforsyth.org) 770-887-1098 ext. 224**

**Position Summary:**

*As a key role in the successful operation of the thrift store, the Donation responsible for creating and maintaining an atmosphere that engages and encourages volunteers and community service workers to work diligently and efficiently. This will include sorting clothing for quality control,, assist with keeping the warehouse clean and safe, and working with the sales manager to keep fresh product moving to the sales floor.*

**Responsibilities & Duties:**

Work as part of a team with community service workers, volunteers, client helpers, and sales team to allow for the following:

- Greet donors and receive their donations.
- Maintain efficient process for sorting clothing donations.
- Utilize effective method of sorting to sell quality donations and recycle less quality donations.
- Assist in creating and maintaining a friendly and engaging atmosphere.
- Help ensure the warehouse & thrift store is kept clean and free of clutter and various hazards.
- Other duties as assigned by Thrift Store Manager

**Qualifications and Experience:**

- High school diploma or G.E.D.
- Ability to prioritize and multi-task.
- Ability to work with a diverse group of people.
- Ability to stand and move around the duration of the day.
- Ability to work in sometimes cold and hot environments.
- Ability to be around dust.
- Ability to lift objects at times heavier than 20lbs.
- Possess an appreciation for all races, religions, sexual orientations, and backgrounds.
- Possess a non-judgmental attitude towards people of lower socio-economic means, criminal histories, and any other personal differences.
  - Ability to work 2 Saturdays a month- no Sundays.
  - Ability to pass background check & drug screen.

**DISCLAIMER:** *This is not necessarily an exhaustive list of all responsibilities, duties, skills, efforts, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned.*

Persons performing this job may work with individuals performing community service. The Place of Forsyth County does not tolerate harassment of any kind.

The Place of Forsyth County has a strict “No Weapons” policy and strictly enforces a no-violence policy in the workplace.

Work schedules may vary depending on the needs of The Place of Forsyth County and may require working weekends, holidays, and evening hours.

The Place of Forsyth County reserves the right to revise this job description at will.

***This job description in no way represents a contract of employment.***

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_