Charitable Union

Job Title:	**Relief Clerk (Donor Hall)**
Rate of Pay:	**$13.73**
Supervisor:	**Operations Manager**
Employment Status:	**Part-Time (Wed.- Sat. 9:00-1:00) Approximately 16 hrs weekly**
Anticipated Duration:	**November 5 – December 19, possibly longer**

Essential Function

- Work in conjunction with fellow team members, as well as volunteers, to promote the mission of Charitable Union, which is to contribute to human dignity by providing clothing, bedding and household goods, at no charge, and connect people to resources in the community. Provide quality customer service to all clients, donors, customers, staff and volunteers.

Responsibilities:

- You are the face of Charitable Union no matter what job you are doing. Good customer service skills are a must, smiling, courteous to all client shoppers, donors and volunteers, please and thank you, etc.
- Oversee the Donor Hall area, give directions as needed to donors as to where to place their donations
- Sort and process donations
- Assisting within the Free Store
- Keep accurate records of number of boxes, bags, etc.
- Good customer service skills required; ability to communicate with clients, volunteers, staff and any public.
- Other duties as assigned

Qualifications required:

- High School Diploma, GED or attending high school, CATC, or other school alternatives may be considered.
- Ability to perform physical work, follow directions and work with public
- Second Language a plus
- Knowledge of computers and Microsoft Software
- Commitment to the mission and goals of the organization

Skills Recommended:

- Good communication and customer service skills.
- Ability to: follow directions, organize items and keep workspace clean, move quickly during high volume periods, instruct volunteers on how to assist you with tasks that need to be completed in your area.
- Able to vacuum, break down boxes, take trash to dumpster, pick up trash outside of building.

Working Conditions:

- Physical range of motion includes bending, stooping, lifting and moving bags and boxes weighing 25 lbs. or more, climbing steps, climbing ladder, climbing step stool, sorting donations, sitting or standing for long periods of time, stretching or raising arms over head.
- Flexible hours, split shifts.

Safety Equipment Required:

- Appropriate shoes and clothing for tasks being performed.

Other duties as assigned.