



## YAKIMA VALLEY PARTNERS HABITAT FOR HUMANITY JOB DESCRIPTION

### Store Donations Specialist

**Reports to:** Store Management

**Description:** The role of the donation specialist is picking up donated merchandise from our donors, preparing donations for the sales floor and providing store support. This position is often our first impression with the public, and must be kind and well spoken. This position requires the ability to lift 50 lbs, drive a box truck & a forklift, and strong decision making skills.

**Employee Status:** Non-exempt, hourly at 30+ hours per week

### Responsibilities:

#### 1. Donation Pick UP

- Drive Box Truck Route to pick up donations.
- Access potential donations for salesability – adhering to our donation guidelines.
- Merchandising – Setting the sales floor with donated items.
- Communicate Yakima Valley Partners Habitat for Humanity’s mission.
- Maintain & Operate all YVPHFH equipment in clean and safe manner.

#### 2. Store

- Assist with loading and unloading merchandise as needed.
- Price donations as instructed by management.
- Help to meet safety and cleanliness standards.

#### 3. Volunteer Supervision

- Provide guidance and tasks to volunteers as appropriate.
- Help to maintain our volunteer programs – through appreciation, encouragement, and purposeful use of their time.

#### 4. Other Duties as Required or Requested

- Any other duties as required by Store Management or the Executive Director.

### Required Skills / Experience / Physical Requirements

- Valid Driver’s license with a clean record.
- Ability to lift 50 lbs. frequently.
- Valid Forklift Certificate (or ability to obtain certificate)
- Familiar with Yakima County and or GPS systems.
- Must be willing to understand the big picture of the YVPHFH ministry.
- Must pass Criminal Background Check and Sexual Offender Check.
- Applicant must be organized and able to work in a fast-paced environment.

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Employee Signature

Employee Printed Name

Date

**We build strength, stability, self-reliance and shelter**

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