



## Donation Receiving Assistant

### Job Description

**Hours:** 15-20 hrs (including Saturdays)

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**Synopsis:** The Donation Receiving Assistant is responsible for receiving and processing of donations; responsible to the Workroom Supervisor and the Managerial Staff of Crowded Closet.

**Mission:** The mission of Crowded Closet is to share God's love and compassion by supporting Mennonite Central Committee and local relief agencies through the sale of donated and fair-trade items.

### Qualifications:

- Commitment to supporting the mission of Crowded Closet and the work of MCC
- Demonstrated commitment to customer service
- Strong interpersonal skills and demonstrated ability to work with diverse group of people
- Able to lift and carry 30-50 pounds
- Able to work with long periods of standing, bending, carrying.
- Able to work in a fast paced environment where work assignments change multiple times a day
- Able to follow oral and written directions
- Able to communicate effectively with donors, customers, volunteers & staff
- Willingness to work as part of a team with staff and volunteers
- Self-motivated and willing to take initiative
- No serious allergies to dust or cleaning supplies

### Duties:

- Greet donors and direct them where to place donations
- Assist donors in bringing in donations or help unloading vehicles
- Thank donors and offer a tax receipt
- Gently guide, support and encourage volunteers in processing quality and consistency
- Sort, evaluate and categorize donations
- Maintain organization of the pre-sort donation area to facilitate ease of donations
- Maintain pre-sort area, cleaning and restocking
- Move clothing to baler, trash to compactor, metals to scrap, glass to glass area
- Participate in recycling of donations, moving and emptying all receptacles to proper areas
- Participate in upgrades to processing process
- Work in other departments as needed/assigned

### Expectations:

- Arrive at work on time
- Record work hours on designated form
- Lunch is limited to ½ hour and is unpaid, tell a manager if you leave the building for any reason
- Take initiative to make sure all duties are being performed

**Supervision Exercised:** Volunteers