**Processing Assistant**

**Job Description Hours:** 40hrs (including Saturdays)

**Synopsis:**  The Processing Assistant will assist in providing leadership to processing of donations, with a focus on furniture, hardware, electronic items, and pickup & delivery. Excellent ability to prioritize shifting needs. Reports to the Operations Manager, collaborates with staff and supervises volunteers.

**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:**

* Able to work with diverse group of donors, customers, volunteers & staff
* Able to have friendly, positive, and cooperative attitude when working with volunteers and staff
* Able to remain flexible and positive in a fast-paced environment where priorities change quickly
* Able to work with long periods of standing, bending, carrying
* Able to lift and carry 30-50 pounds
* Able to follow oral and written directions
* Ability or aptitude to operate a forklift
* Valid Driver’s License
* Basic computer skills
* Experience in thrift retail or warehouse operations
* No serious allergies to dust or cleaning supplies
* Commitment to supporting the mission of Crowded Closet, the work of MCC, and those we serve

**Duties:**

* Greet donors at loading dock
* Assist customers in loading purchased furniture items and receiving furniture donations
* Gently guide, support, and encourage volunteers in processing quality and consistency
* Participate in departmental training
* Maintain furniture processing areas to promote safety and
* Clean and restock processing areas
* Transfer of bales and gaylords using forklift and pallet jack
* Retrieve cardboard bales and maintain salvage goods receptacles
* Participate in recycling of donations; empty receptacles to designated areas
* Collaborate to develop and implement improvements in processing of donations
* Flexible in work schedules and adjusting priorities
* Evaluate, categorize, and price inventory
* Monitor and communicate with the Operations Manager for maintenance of the equipment
* Accompany donation pickups when necessary
* Keep retail floor well stocked

**Daily Operations:**

* Manage daily operations with other staff, including opening and closing the shop
* Assist volunteers, customers and staff as needed
* Communicate and collaborate effectively with volunteers, customers, and staff
* Self-motivated to prioritize workroom processing tasks and to identify improvements