

Title: **Goods Processor, Receiver**

Department: Home Store

Location: Back door & warehouse

Reports to: Thrift Store Manager and Assistant Manager

**JOB SUMMARY:**

This position should receive and process donated items; keep goods processing area organized, neat and clean; prepare donations for pricing by sorting into carts; empty garbage cans; perform duties as assigned by the manager.

The employee position is governed by the staff hiring polices of Oregon Conference of Seventh-day Adventist and as a faith-based organization limits employees to those with membership in the Seventh-Day Adventists Church allowed by law.

**HOURLY RATE & STATUS:** $13.50-14.25 / hour; part-time Tuesday, Wednesday & Thursday, 8:30 a.m.-5:30 p.m. (non-exempt)

**OPEN UNTIL FILLED**: Applications will be considered immediately and the position is open until filled.

**DUTIES AND RESPONISBILITIES:**

* Dealing with customers, co-workers, volunteers and donors on a continual basis.
* Exhibiting warmth and friendliness at all times to people and represent the mission of PACS
* Must be on time for your shift unless you’ve communicated with your manager

# KNOWLEDGE, SKILLS, & ABILITIES

On the job training

Skills in:

* Self-motivation
* Flexible to respond to varying work from day to day, deal with emergencies, identify problems quickly and take immediate action
* Handle donated items with care
* Ability to concentrate on job while other things are going on around one

# PHYSICAL REQUIREMENTS

* Speak English fluently and clearly; other language abilities helpful
* Appear personable and engaging while communicating with various constituents
* Job requires ability to be on one’s feet for a long period of time, bending, lifting, carrying, pushing and loading anything from boxes to large furniture alone or with the help from others

# WORKING ENVIRONRMENT

* Generally fast paced environment outside and inside

**HOW TO APPLY:**

To be considered for this position, submit a cover letter describing your interest in this position and a complete resume to laura.pascoe@pacsonline.org

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