

**Forgotten Angels Foundation
Job Description**

Title of Position: **Donation Center Specialist**
Reports to:

Position Summary: Primary duties include accepting donations from the public at the back door, processing donations, pricing donations, organizing the donation center and keeping it clean at the direction of the store manager. The **Donation Center Specialist** is responsible to see that all daily maintenance tasks and completing checklists.

General Duties:

- A. Taking care of customer donations. This includes providing tax receipts and telling the donors about Forgotten Angels as a means to build customer loyalty.
- B. Maintain Parking lot cleanliness including front of store, around receiving door, and around trash container.
- C. Responsible for security of recycling trailer, trash container, and safety around drive thru center.
- D. Assisting with donation processing, particularly non-clothing, by working with other store associates to go through donations, assess whether an item is sellable (note: being dirty does not make an item un-sellable). An item that is dirty or in need of repair needs to be evaluated to determine if the time it takes to make it sellable is practical.
- E. Assist in keeping Community Service workers properly busy according to the rules they are obligated to follow.
- F. Other duties as assigned by Production Supervisor, and Store Management.

Position Requirements:

- A. Prior experience in resale, warehouse production or demonstration of ability.
- B. Ability to work with a variety of people, including volunteers and Community Service workers.
- C. Ability to work without direct supervision.
- D. Commitment to helping others.
- E. Willingness to work weekends, holidays and evenings.

Physical Factors:

- A. Able to assist in moving furniture.
- B. Must be able to lift at least 50 pounds.
- C. Need to be able to stand and walk for long periods on a concrete floor.

Working Conditions:

- A. The volume and variety of donations cause changes in the work environment as items move through processing.
- B. Processing of donations will often require dealing with dirty or broken items.

C. Work assignments may change suddenly based on volume of sales. Must be flexible and able to remain calm.

The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences of relief, to equalize peak work periods or otherwise balance the workload.

Are you able to perform the essential functions of this job with or without accommodation?

Yes _____ No _____

Signature

Date