



## **POSITION DESCRIPTION**

**POSITION TITLE:** Wise Buys Donation Acceptance and Backroom Organizer

**PROGRAM:** Wise Buys

**RESPONSIBLE TO:** Wise Buys Staff

**POSITION SUMMARY:** Assist in keeping the flow of donations running smoothly by accepting, sorting, pricing, and cleaning items. This position also assists in maintaining the organization of the backroom storage area.

### **EXPECTATIONS AND COMMITMENT:**

- Shifts consist of 4 hours each: 9:45-1:30 & 1:30-5:30.
- 6-month minimum commitment of one shift a week.
- Ability to work independently and adapt easily to change.
- Ability to communicate with clarity, both written and verbal.
- Must be able to make decisions independently.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Assess quality of donations and price accordingly.
- Document incoming donations.
- Ensure efficient and orderly organization of the back room.
- Keep re-donation areas neat and organized.
- Purge bins as needed.
- Transfer bins from donation area as needed.
- Maintain merchandising supplies.

### **DESIRABLE SKILLS:**

- Attention to detail and highly organized.
- Able to lift 25 pounds.
- Ability to work independently and make proactive decisions.
- Ability to take direction and comply with policies and procedures.
- Adapt easily to change.
- Ability to communicate with clarity.
- Commitment to the profitability and success of the store.
- Embrace equity and diversity in the work place.
- Support Lydia Place mission.