

POSITION TITLE: Warehouse Intake Handler

REPORTS TO: Thrift Store Manager, Assistant manager

POSITION PURPOSE/SUMMARY

Donation intake handlers are primarily responsible for meeting the public, receiving, and staging donations for processing; loading and unloading vehicles; and performing regular material-handling duties involved in the recycling program.

DUTIES

- Receives donations from the public and furnishes receipts
- Performs rough sort of donations by type, preparing them to go into store for final sort and pricing
- Performs material handling tasks in support of soft goods and houseware processors.
- Operates forklift and pallet jack
- Organizes and tags recycling containers for identification for pickup
- Organizes & maintains goods in the warehouse for standards of operation.
- Loads recycling into a truck for transport.
- Loads Hospice trucks for dump runs.
- May operate Hospice truck in picking up donations and AC recycle runs to Jackson
- Assists in special fundraising events as necessary.
- May perform light maintenance duties around stores and office complex.
- Keeps manager posted as to needed supplies in receiving area.
- Moves all donated materials into warehouse and has intake area cleared by end of business day.
- Performs other duties as required.

QUALIFICATIONS/EXPERIENCE

- High school diploma or equivalent required.
- One year of customer service experience.
- Must have experience with, or be able to learn and obtain certification in operation of forklift.
- Able to work under pressure, multi task and deal effectively with multiple priorities.
- Valid and current California driver's license required.
- Clean DMV record required
- Proof of automobile insurance required

PHYSICAL DEMANDS

Must be able to:

- Lift 50 lbs. unassisted
- Stand and walk up to 7.5 hours a shift
- Kneel, crouch, turn, twist, and bend at waist in performance of duties.
- Handle pallet-jack safely with as much as 1000 lbs.
- Work outside, subject to all weather conditions