

# **Donation Receiver**

*Revised August 19, 2024*

**Location:** Marion Gerrish Community Center, 39 West Broadway, Derry, NH 03038

**Employee Type:** Part Time; anticipated 7.5 hours/week; **Saturday 8:30am to 4:00pm**

Hours may be adjusted based on the needs of the Marion Gerrish Community Center to include coverage for vacations, vacancies, and call outs.

**This position reports to:** Head Donation Clerk, Thrift Shop Shift Supervisor & Thrift Shop Manager

**Hourly rate : \$18 per hour**

**General Position Description Donation Receiver:** This is a physically intense job that requires the ability to carry & move 50 lbs. This job is primarily located outside so it is important to dress appropriately for the day's weather conditions. This position operates regardless of weather conditions, year-round in rain, snow, sleet, or shine. Customer service is a key element to this position as all donations need to be received in a pleasant and professional manner. This position requires excellent customer service skills, with a friendly and professional demeanor. Must be willing to take direction but able to think independently. Work very closely with co-workers, Thrift Shop Manager & Thrift Shop Shift Supervisor. This is a great 2<sup>nd</sup> job and we will train!

**About us:** The Marion Gerrish Community Center is a nonprofit organization, in business for 51 years, that provides meeting space to 150 different organizations including sports teams, business groups, service organizations, support groups, clubs and more. Our community center provides a wide variety of programs! The main source of revenue for our nonprofit is our Thrift Shop where customers donate items that we resell for a nominal cost, which provides another resource for our community! We are a very busy store open for shopping on Monday & Saturday 9 am to 4 pm and Tuesday - Friday 9 am to 7 pm. We are a fun place to work with a great team of coworkers!

## **Key Responsibilities for Donation Receiver:**

- The primary focus of this, mainly outdoor, position will be receiving donations for the Thrift Shop.
- Each shift will begin with driving company van to the dump to drop off the day's trash.
- Must have a current driver's license with a good driving record.
- Open or close and lock donation shed, based upon shift.
- Accept donations from donors.
- Assist in removing donations from donor's vehicle.
- Provide a donation tax receipt if requested.
- Receive customer completed donation receipt and return to proper location at end of shift.
- Sort donations prior to bringing into building.
- Remove rejected donations to recycling and/or garbage.
- Move accepted donations into appropriate storage locations.
- If unsure of donation quality, seek guidance from the Thrift Shop Manager or Shift Supervisor.
- Routinely condense donations in storage areas and donation shed.
- Open or close and lock company van, based upon shift.
- Thank customers for their donations.

- Answer inquiries regarding the Thrift Shop including hours and donations accepted.
- Maintain a clean and orderly donation shed & working area.
- Willing to be interrupted, while performing required duties, to assist with Thrift Shop operations.
- Light seasonal duties to maintain donation shed such as shoveling & salting area.
- Other duties as assigned.

**Physical Requirements:**

While performing the duties of this job, the employee is regularly required to talk, hear, write, and read. The employee is frequently required to stand, walk, use hands and fingers, reach with hands and arms, and lift/move up to 50 pounds. The employee must be able to drive the company van. **The employee is frequently required to ascend & descend stairs and ramps.** The employee is occasionally required to sit, climb, balance, stoop, and crouch.

**Environmental Conditions:** Exposure to weather, noise, atmospheric conditions, toxic chemicals such as cleaning solvents. Protective gloves, masks and ear plugs are available for employees.

**Additional Requirements, Knowledge, Skills, and Experience Include:**

- Current driver's license
- Good driving record with required completion of NH Release of Motor Vehicle Records
- Acceptable criminal record with required completion of NH Criminal Records Release
- Must be self-motivated, hard-working, and able to work independently.
- Must have good judgment and ability to make wise decisions using common sense skills.
- Resourcefulness and initiative; ability to operate with minimal supervision.
- Solid interpersonal and communication skills and professional demeanor.
- Strong customer service orientation.
- Ability to lift and move up to 50 pounds.
- Demonstrate careful attention to detail.
- Ability to prioritize and handle multiple projects simultaneously.
- Reliable transportation to work.

**By signing below, I am acknowledging that I have a thorough understanding of the job description, and nothing precludes me from performing this job as outlined above.**

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Employee Signature & Date

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Thrift Shop Manager Signature & Date

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Executive Director Signature & Date