



LIFTUP of Routt County
Facilities Specialist
JOB DESCRIPTION

Job Title	Facilities Specialist (FS)
Employment Status	Part-time (16 hours per week), Thursdays and Fridays, year-round
Reports to	Donation Center Manager
Supervision Exercised	Supervises volunteers and community service workers as needed
Salary	\$14.50/hr
Benefits	Paid Holidays, Sick Days
General Description of Position	Under the direction of the Donation Center Manager (when working in the Donation Center) the Facilities Specialist (FS) will carry out basic facility maintenance, donation processing (receiving/sorting/testing/pricing donations).
Essential Duties	<ul style="list-style-type: none"> ▪ Will be responsible for overseeing loading of pass on trailer, emptying trash/cardboard, lifting bags/boxes for volunteers/staff ▪ Assist with general building maintenance- shovel snow, replace lightbulbs, keep storage areas organized, etc. ▪ Assist donors in a positive, professional manner ▪ Know and politely enforce policies regarding donations ▪ Know and adhere to standards of quality guidelines for sorting ▪ Sort and price donated items for use in the Thrift Store ▪ Test donated electronics and sporting goods ▪ Price merchandise for the thrift store as directed ▪ Assist with special projects and perform other duties as assigned ▪ Rotate seasonal merchandise and prepare donations for recycling ▪ Maintain a clean, organized and safe work site ▪ Receive incoming calls and transfer as needed ▪ Oversee volunteers at work site in the absence of the manager ▪ Provide coverage in the thrift store as needed (run and balance cash register; assist customers) ▪ Attend monthly staff meetings
Minimum Requirements	<ul style="list-style-type: none"> ▪ High School diploma or equivalent ▪ Excellent interpersonal and communication skills required ▪ Ideal qualities: self-motivation, organization, ability to work comfortably with people from various socio-economic, racial, and cultural backgrounds ▪ Ability to multi-task in a fast-paced environment ▪ Physical ability to stand for extended periods of time and lift and carry items weighing up to 50 pounds)
<i>Revised 6/20/18</i>	