

Job Title	Electronics & Materials Specialist
Employment Status	Part Time (20) hours
Reports to	Donation Center Manager
Supervision Exercised	Supervises volunteers and community service workers as needed
Salary	\$17/hr
Benefits	Paid Holidays, Sick Days, Paid Time Off
General Description of Position	Under the direction of the Donation Center Manager, the Electronics & Materials Specialist (EMS) will carry out basic facility maintenance, load and maintain pass on trailer, donation processing (receiving/sorting/testing/pricing donations)
Essential Duties	<ul style="list-style-type: none"> ▪ Responsible for loading and maintaining of pass on trailer ▪ Emptying trash/cardboard ▪ Lifting bags/boxes for volunteers/staff/donors ▪ Responsible for keeping storage areas organized ▪ 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 and price donated electronics and sporting goods ▪ Assist with light building maintenance and shoveling sidewalks when needed ▪ 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 provide information about LiftUp programs and return messages ▪ Oversee volunteers at work site in the absence of the manager ▪ Attend monthly staff meetings
Minimum Requirements	<ul style="list-style-type: none"> ▪ High School diploma or equivalent preferred ▪ 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 ▪ Lift and carry items weighing up to 50 pounds frequently throughout scheduled shifts
<i>Revised 8/13/19</i>	