



LIFTUP of Routt County
Donation Center Laborer
JOB DESCRIPTION

Job Title	Donation Center Laborer
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 Facilities Specialist (FS) will carry out basic facility maintenance, 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 ▪ 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

Revised 9/18/19