



Donations Attendant

The donations attendant reports to Thrift Shop management (dock supervisor, assistant manager and store manager).

POSITION DETAILS: Full-Time; Permanent and Temporary; \$9.50/hour; Non-Exempt.

SUMMARY OF POSITION:

We seek service-oriented individuals who make work a priority and who enjoy meeting high expectations in a fast-paced environment.

Job Description/ Expectations:

1. Provide superior customer service in all areas of interaction with our customer, especially during donation, delivery and in-store encounters. Treat each client as if they are our "only customer".
2. Greet donors in a timely, friendly manner and assist with unloading. Offer each a tax receipt.
3. Travel to homes and business locations during scheduled pick-ups or deliveries. Be professional throughout the trip.
4. Assist on trips to the re-cycling yard/ or landfill.
5. Be able to lift up to 50 pounds (frequently lifting 10 to 35 lbs.) in an on-going and consistent manner.
6. Assist in processing donations onto the selling floor (which may include sorting, pricing, and tagging).
7. Organize and maintain a clean work area (outside and inside store) and do so in a timely manner.
8. Assist with loading and/or delivering purchases to customers.
9. Perform other tasks as may be assigned to you.
10. Report to work on time following the assigned schedule.
11. Notify your supervisor in a timely manner if you will be late or if you cannot work your scheduled shift.

Note: A current valid Driver's License is required for this position.

HOURS: Must be available to work Thrift Shop hours, especially on evenings and weekends. Thrift Shop hours are: Monday- Saturday 9:00am-7:00 pm & Sunday 12-5.

EXPERIENCE: Warehouse and/or retail experience preferred.

The YMCA at Virginia Tech's mission is strengthening community. Since 1873 we've worked side-by-side with our neighbors, volunteers and partners to make sure that everyone has the opportunity to learn, grow and thrive.

Join us in creating lasting personal and social change throughout the New River Valley as a member of our team. To learn more about the YMCA at Virginia Tech, our programs and services visit us at: www.vtymca.org.

REPLY: E-mail your resume to ymca@vtymca.org or bring it to the YMCA Thrift Store in Blacksburg