



JOB TITLE: Village Thrift Donation Processor
SUPERVISOR: Village Thrift Manager
TIME COMMITMENT: Part Time, 20 hours a week
5/24/19

MINISTRY:

- Understand the Love INC ministry model.
- Provide missional opportunity of showing the love of Christ to volunteers and clients.
- Maximize the missional impact of the thrift store by creating an environment that blesses people and produces profits, which are reinvested into the ministry of Love INC to help people in need in Brevard County.

LOVE INC CULTURE:

- A commitment to Love INC's mission, vision, core values, and statement of scripture and service.
- A commitment to excellence in all areas of responsibility.
- A commitment to confidentiality in all matters.

SPIRITUAL REQUIREMENTS:

- Agreement with the Apostle's Creed with a commitment to the Church and its mandate to serve the poor and needy as an agent of transformation.
- Exhibit a life of integrity and maturity in relationship with Christ and fellow believers.

ESSENTIAL FUNCTIONS:

Operations:

- Process incoming donations into their proper stations and categories.
- Lift, carry, and handle heavy boxes and items, up to 50 lbs.
- Discern sellable items and properly dispose of items that are damaged, inappropriate, and/or not fit for resale.
- Clean items as necessary.
- Price items using the proper tools, stickers, and tags.
- Assess the value of each unique item and price ambitiously with the profitability of the store in mind.
- Follow posted and verbal guidelines.
- Maintain an organized and visually beautiful store and tidy work area.
- Provide excellent customer service.
- Adhere to current standard operating procedures for store operations.

Merchandising:

- Ensure availability of merchandise and services.
- Keep the sales floor/shelving clean, appropriately full, properly recovered, and the stock presented to a high standard of order.
- Remove or resolve any potentially dangerous/ hazardous situations you come across in the store and processing area, e.g. cords laying across aisles, broken merchandise, hangers lying on the floor etc.
- Assist in removing old merchandise monthly from the sales floor and clearing shelves for new items to be stocked.

EDUCATION, EXPERIENCE, AND SKILLS REQUIREMENTS:

- Retail/resale experience preferred.
- Passion and enthusiasm for the mission of Love INC and its clients.
- Strong organizational skills.
- Multitask in a busy environment.
- Stay focused amidst noise, distractions, and potential interruptions.
- Strong verbal and written communication skills.
- Ability to take initiative and work in a team setting to ensure a positive, constructive environment throughout the store.
- Ability to thrive in a flexible, fast-paced, and missional growth environment while maintaining a professional, positive, solution-oriented attitude.