

# **Job Description**

## **DONATION CENTER ASSOCIATE- FULL TIME**

### **THE RESALE SHOP - A CHARITABLE PROJECT OF NCJWSTL**

I. **Job Title:** Donation Center Associate

II. **Reports To:** Donation Center Manager

**Position Description:** Join our team of resale enthusiasts today. We are looking for a dedicated employee to provide direct assistance to our donors in our Donation Center. The Resale Shop is a 501 (c) (3) organization. The proceeds from donated items go to support our many programs and projects supporting women, children and families in the St. Louis region. Donation Associates are responsible for: greeting donors, receiving donations and offering a receipt for donated goods. Donated items are then sorted, tagged and priced according to our guidelines before making their way to the sales floor. Donation Associates primarily work in the processing areas of the store, supporting the retail functions by handling a variety of donated goods and/or on the sales floor re-stocking and providing customer service.

III. **Specific responsibilities include:**

- a. Provides direct assistance to Donors and Customers.
- b. Assists Donors by receiving donations in a timely and courteous manner.
- c. Offers a receipt to each Donor.
- d. Prepares merchandise for sales floor by sorting, sizing, tagging and pricing.
- e. Inventory Management.
- f. Rotating stock and restocking as needed.
- g. Assists in the organization of the Sales Floor and Donation Center areas.
- h. Ensures cleanliness of the Donation Center, providing an appealing donating environment.
- i. Assists with acquisition and community outreach efforts.
- j. Other tasks as may be assigned.

IV. **Staffing needs:**

- a. Ability to lift 20 pounds or more
- b. Ability to move up and down stairs
- c. Detail oriented
- d. Customer service driven
- e. Selling skills
- f. Organized
- g. Personable and presentable
- h. Outgoing and friendly
- i. Flexible
- j. Ability to multi-task
- k. Punctual
- l. Team Player
- m. Able to stand for long periods of time
- n. Passion for NCJWSTL's mission

**NCJW-St. Louis is an equal opportunity employer.**

**Interested candidates may contact Lisa Gjerswald, Director of Operations & Administration, [lgjerswald@ncjwstl.org](mailto:lgjerswald@ncjwstl.org) or by calling 314-993-5181. Please include resume, cover letter and salary requirements.** This a full-time position with benefits. Benefits include health, dental and vision insurance, life insurance and generous PTO and paid Holiday Schedule. Some evenings and weekends are required. Closed Sundays.