



## **VOLUNTEER DESCRIPTION FOR DISTRIBUTION CENTER DONATION AND THRIFT STORE ATTENDANT**

### **Available Shifts (need 2 people per shift):**

8:00 AM – 1:00 PM (5 hours)

1:00 PM – 4:00 PM (3 hours)

### **Position Summary:**

The Distribution Center (DC) Volunteer supports daily operations of the free thrift store by receiving and processing donations, assisting guests at the checkout area, and helping maintain an organized and welcoming environment. This position serves individuals experiencing homelessness by ensuring donated items are handled with care and distributed fairly and efficiently. No cash handling is required (free thrift store).

### **Key Responsibilities:**

- Receive donated items from the public and donors
- Complete donation receipts accurately
- Sort, organize, and stock donations (clothing and household items)
- Maintain clean and orderly donation and storage areas
- Assist guests at the checkout area by:
  - Verifying clothing vouchers
  - Counting and tracking items distributed
- Provide respectful and welcoming customer service to all guests
- Follow organizational policies and safety procedures

### **Qualifications:**

- Dependable and punctual
- Ability to follow instructions and work as part of a team
- Respectful attitude toward guests and staff
- Comfortable working in a fast-paced environment
- Basic organizational and counting skills

### **Physical Requirements:**

- Ability to stand for extended periods
- Ability to lift up to 25 lbs
- Ability to sort and move clothing and donation items

