

<b>Job Title:</b>	<b>Resale Store Receiving Clerk</b>	<b>Job Category:</b>	<b>Non-Exempt</b>
<b>Location:</b>	<b>TTA – Turn Around Agenda</b>	<b>Department:</b>	<b>TTA – Resale Store</b>
<b>Reports To:</b>	<b>Resale Store Supervisor</b>	<b>Position Type:</b>	<b>Part - Time</b>
<b>Prepared By:</b>	<b>Human Resources</b>	<b>Travel Required:</b>	<b>N/A</b>
<b>Prepared Date:</b>	<b>January 2012</b>	<b>Revision Date:</b>	<b>October 2022</b>

**Summary:** Perform tasks related to receiving and processing inventory as assigned by the Resale Store Supervisor, by performing the following duties:

**Essential Duties and Responsibilities**

(Other duties may be assigned)

- Maintain good customer relations during scheduled pickups or while in the store by providing prompt, courteous assistance to customers.
- Receive incoming donations from the public directly in the store.
- Assist with scheduling daily pickups of furniture, large electronics, and large appliances; load and pick up scheduled donations by driving the box truck to and from the donation site.
- Load and pick up new items purchased for the store by driving the box truck to and from the pickup site.
- Sign and give donors tax receipts, coupons, etc., where applicable.
- Assess the condition of received donations in accordance with the store policy and make decisions on what items we are able to sell.
- Sort received donations into their appropriate back room staging areas; hang clothing, clean and prep non-clothing items for pricing, fix/assemble furniture, and test electronics and appliances to make sure they work.
- Maintain inventory database to ensure accurate recording of merchandise received.
- Bale unstable clothing, bind and bag shoes and accessories that are in unsellable condition to send to the recycler.
- Use tools, dollies, furniture movers, appliance lifts, carts, etc., as needed for the job.
- Maintain the order and upkeep stockroom area.
- Inform the resale store supervisor of maintenance issues with the box truck(s).
- Maintain the sales floor by sweeping and using the buffer on a regular basis.
- Assemble, clean, and/or fix merchandise racks on the sales floor.
- Clean glass, dust shelves and fixtures, and polish furniture as needed on the sales floor.
- Assist with cleaning the sales floor, and help stock and replenish merchandise, as needed.
- Inform the resale store supervisor of maintenance issues with the box trucks(s).
- Operate all equipment in a legal, safe manner, free of impairment due to drug and/or alcohol use.
- Comply with local traffic regulations and laws.

**Competencies**

To perform the job successfully, an individual should demonstrate the following competencies:

Attendance/Punctuality - Is consistently at work and on time. Ensure work responsibilities are covered when absent. Arrive at meetings and appointments on time.

Computer Skills – Working knowledge of Microsoft Office Products and computerized inventory systems.

Customer Service – Manage difficult or emotional customer situations. Respond promptly to customer needs. Solicit customer feedback to improve service. Respond to requests for service and assistance.

Dependability – Use time appropriately and wisely. Follow instructions and responds to management direction. Accept responsibility for own actions.

REBUILDING COMMUNITIES FROM THE INSIDE OUT

Diversity – Demonstrate knowledge of EEO policy. Show respect and sensitivity for cultural differences. Educate others on the value of diversity.

Ethics - Inspire the trust of others by keeping commitments and working with integrity and ethically. Uphold organizational goals.

Interpersonal Skills – Create and maintain a climate of respect and fairness. Focus on solving conflict, not blaming. Approach others in a tactful manner by demonstrating respect and consideration regardless of their status or position. Maintain confidentiality. Listen to others without interrupting. Keep emotions under control.

Mathematical Skills – Basic math skills as needed for the job and the ability to use and read a GPS system..

Oral Communication – Ability to communicate primarily in English. Speak clearly and persuasively in positive and/or negative situations. Listen and get clarification in order to respond to questions.

Planning/Organizing – Prioritize and plan work activities. Plan for additional resources. Set goals and objectives. Develops realistic action plans.

Problem Solving – Identifies and resolves problems in a timely manner and demonstrates the ability to develop alternative solutions. Gather and analyze information in order to develop alternative solutions. Works well in group problem solving situations.

Professionalism - Approaches others in a tactful manner by showing respect and consideration regardless of status or position. Reacts well under pressure by keeping emotions under control.

Reasoning Ability – Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

Safety and Security - Observes safety and security procedures. Reports on potentially, unsafe conditions. Use equipment, materials, company vehicle properly.

Technical Skills - Assess own strengths and weaknesses. Pursues training and development opportunities. Strives to continuously build knowledge and skills. Shares expertise with others.

Teamwork – Balances team and individual responsibilities. Exhibits objectivity and openness to others' views and ideas and is willing to try new things. Gives and welcomes feedback. Contribute to building a positive team spirit. Put success of team above own interests. Build morale and group commitment to goals and objectives. Support everyone's efforts to succeed.

Written Communication –Read and properly interprets written information in English.

**Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must have a valid driver’s license.
- Must have no moving violations within the last year.
- Must be willing to safely and responsibly operate a box truck.
- Must be able to pass a drug test and background check.
- Must be able to work and alternate work week schedule.

**Education and/or Experience**

High school diploma or general education degree (GED). A year or more of related experience and/or training; trucking and warehouse experience a plus.

**Spiritual Commitment**

All employees are expected to commit to Christ and to the philosophy, ministry, and vision of OCBF and to help the church to meet the spiritual, social, emotional, and physical needs of the church family.

Members are asked to commit to:

- Consciously pursuing spiritual growth by participating in the vital experience of the church (Education, Fellowship, Outreach, and Worship).
- Faithfully give at least 10% of their income to the ministry of OCBF.
- Faithfully serve in one of the ministries of the church in a volunteer capacity.
- Agree to read and function under the guidelines and authority of the Church Constitution and By- Laws.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to lift/move 60+ pounds.
- Must be able to maneuver and conduct pickups in various weather and conditions (rain, stairs, narrow halls, etc.).
- Must be able to work outside, as needed.
- Must be able to learn and operate all equipment needed for the job (box truck, baler, dollies, etc.).

Employee Name  
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Date  
\_\_\_\_\_

Supervisor Name  
\_\_\_\_\_

Date  
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