



The mission of Evergreen Christian Outreach (EChO) is to assist people in our community with their basic and urgent needs and to help them realize their potential on a path to self-sufficiency. EChO's services are designed to assist community members who are facing personal or economic adversity by providing a range of wrap-around services tailored to the specific needs of individuals and families. EChO's programs include the Food Pantry, Client Services, Job Center, Evergreen Shelter Program and the EChO Resale Shop. EChO serves a diverse population primarily consisting of residents of the unincorporated mountain areas of Jefferson and Clear Creek counties. ECHO relies on contributions from individual donors, community-based organizations, faith-based organizations, and grants. In addition, EChO operates a resale shop for the purpose of supplementing its income and to accomplish our mission.

EChO is currently seeking a Furniture Processing Clerk for our Resale store to join our growing team. The furniture clerk drives our truck, picks up furniture, delivers furniture and assists our team with moving/staging furniture in the store, transporting inventory and set up of any events or other activities of the resale store.

In summary, the furniture clerk is responsible for assisting with the day-to-day operations of the furniture department including but not limited to distribution of furniture donations/merchandise, pick-ups/deliveries, ensuring safe practices for self, employees and volunteers, and any other store lifting/moving to assist staff. In addition, you will be responsible for keeping the store's inventory managed. The ideal candidate for this role is an adaptable team player, previous experience with driving a truck and moving furniture, superior people and sales skills, exceptional communication, and outstanding multi-tasking, organizational and time-management abilities.

Summary of Responsibilities:

- Complies with the work rules and standards set forth in the Employee Handbook.
- Performs work in accordance with established safety policies and procedures.
- Exhibits consistent, excellent communication and customer service to donors, volunteers, co-workers and customers.
- Learn, memorize and retain intake policy/procedures, storing/maintaining off season inventory and processing, and merchandising of furniture.
- Adheres to the quality standards including all items assigned to this position in accordance with policy/procedures and work instructions (test, clean and accurately describe merchandise while following and maintaining quality control of merchandise and procedures/policies of the store).
- Ability to correctly/responsibly accept furniture donations, lifting/moving 50 lb bags/boxes repeatedly, being on your feet or walking/bending majority of work day and processing large amounts of donations without any negative consequences to oneself (severe allergies, back issues etc.) Anything over 50 lbs a second person is required to assist.
- Communicate supplies/inventory needs to the Manager/Supervisors.
- Assist co-workers per policy/procedures with guiding/training/instructing policies/procedures of the warehouse to CSV and volunteers who wish to assist our team.
- Be aware of the daily special/sale of the day, daily sale goals in your area and what the day end sales are on days you work.

- Communicate with the Supervisors/Manager any issues you feel needs attention regarding the warehouse daily functions.
- Knowledge/ability to drive EChO's 16' truck safely/responsibly to pick up/deliver furniture in our mountain community, responsible to learn/follow all furniture pick-up/deliveries scheduling policy/procedures.
- Assist in transporting inventory to our storage area per Supervisors. Consistent organization of off season inventory.
- Work closely with store merchandiser with assistance with store volunteers, furniture moving volunteers and /or event volunteers as needed.
- Provide support to the store Supervisors/Manager with extra events the store may engage in during store hours (example – auctions etc.).
- Attendance of the Volunteer Appreciation Brunch, and other event/meetings throughout the year to support the Evergreen Christian Outreach.
- This position requires repetitive lifting, bending, standing and walking the majority of work day. The dress code is casual and comfortable, but professional with no tears, stains or inappropriate sayings on clothing, exposure to stomach, chest or behind. Large body piercings need to be taken out while working at EChO.

Education, Experience and Skills

- High school diploma/GED preferred.
- Ability to perform well or prior experience in strong customer service skills, verbal communication and multi-tasking skills.
- Must have efficient/good computer abilities/skills.
- Must have good MVR record with no drug/alcohol charges within the last five years. In addition it is your responsibility to maintain a good driving record while employed by EChO with no drugs and alcohol issues. Random UA's will be given. A background check will be done.

The compensation range for this full time, non-exempt position is \$16.00 per hour. EChO offers medical, dental, vision and a Simple IRA as well as vacation, sick and personal days.

Please submit cover letter and resume to Kim@evergreenchristianoutreach.org and include "Furniture Processing Clerk" in the subject line.

Evergreen Christian Outreach is dedicated to the principles of equal employment opportunity in any term, condition, or privilege of employment. We do not discriminate against applicants, clients, graduates, or employees on the basis of race, color, creed, national origin, sex, age, religion, marital status, sexual orientation, gender identity or expression, veteran status, physical or mental disability, or any other status protected by state or local law.