

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, Overnight Shelter 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 **Donation and Furniture Processing Clerk** for our ReSale Shop to join our growing team. The donation and furniture clerk will drive our truck, pick up furniture, delivers furniture and assist our team with moving/staging furniture in the store, transporting inventory and set up of any events or other activities of the ReSale Shop. The clerk will also be responsible for intake, sorting, pricing, training volunteers, and the overall processing of the donations that the ReSale Shop receives from our mountain community as needed.

In summary, the donation and furniture clerk is responsible for assisting with the day-to-day operations of the ReSale Shop and 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, the clerk 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.

This position requires the ability to drive/lift/walk/stand for the majority of the day.

**Summary of Responsibilities:**

* Complies with the rules and standards set forth in the Employee Handbook.
* Performs work in accordance with established safety policies and procedures.
* Assists co-workers per policy/procedures with guiding/training/instructing policies/procedures of the warehouse to Community Service Volunteer (CSV) and volunteers who wish to assist our team.
* Exhibits consistent, excellent communication and customer service to donors, volunteers,

co-workers and customers.

* Knowledge/ability to drive EChO’s 16’ box 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.
* Learns, memorizes and retains intake policy/procedures, storing/maintaining off season inventory and processing, and merchandising of furniture.
* Ensures quality standards of all donations including testing, cleaning and accurately describing 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.
* Communicates supplies/inventory needs to the Manager/Supervisors.
* Maintain awareness of the daily promotions, sale goals and the end of day totals.
* Communicate with the Supervisors/Manager issues that require attention regarding the warehouse and/or shop’s daily functions.
* Responsible for accepting and sorting donations, including small furniture
* Responsible for intake processing of items, including POS pricing formats and determining item values via shop protocol
* Responsible for managing off-season inventory and storage

Maintain consistent, ongoing knowledge of brand names, retail prices and merchandise

* Assist co-workers with appropriate sorting room policies and procedures, including providing guidance, training, and other instructions as needed
* Provide support to the store Manager and Operation Manager with extra events the store may engage in during store hours (example – auctions etc.).
* Provide support to the store Supervisors/Manager with extra events the store may engage in after store hours with compensation (example – Shopportunity Event, etc.).
* Attendance at 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.
* Prior experience in strong customer service skills, verbal communication and multi-tasking skills.
* Must be proficient in Microsoft Word and basic computer 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 $20.00 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 “Donation & 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.