

# Processing Room Associate

DAV Thrift Stores is currently seeking an eager, self-motivated, reliable individual to work in our warehouse as a Processing Room Associate.

**Classification:** Part-time

**Responsibilities:** *This list is not inclusive, other duties may be assigned as needed for the good order and function of the store.*

The Processing Room Associate is responsible for sorting raw goods from large carts, quickly making decisions on whether the items are useable accordingly to company established standards of quality, cleanliness; also must decide quickly where to place sorted items. Also needs to be able to place non-usable and recyclable items into appropriate locations. Typical items that are sorted include clothing of all types, linens, such items as hats, belts, ties, shoes, and a variety of miscellaneous household items mixed in with the soft goods on the cart; responsible for moving carts safely, keeping workstation clean and orderly according to company standards; responsible for sorting special items such as shoes according to use and destination within the system, including boxing recycle shoes, weighing and marking boxes appropriately

## **Key Competencies /Physical Requirements:**

- Must be neat and clean at all times.
- Must have schedule flexibility
- Ability to work independently and as a member of a team.
- Ability to communicate with supervisors and co-workers.
- Must be capable of distinguishing articles and making quick decisions
- Must be able to adjust or dress according to temperature and work at a pace acceptable to company standard.

## **Physical Requirements:**

Must be able to stand, reach, bend, stoop and lift while standing on a concrete floor in a Must keep work area neat and clean because of safety considerations and conservation of work energy. This work is done in a warehouse environment and involves handling used merchandise that may be dirty and may contain hidden hazards. Care is important.

## **Machines and Material Used:**

Large heavy carts, safety back belts, buggies, trash cans, tape guns, tape, boxes, wire carts, rubber bands, scissors, or knives. Rubber gloves and facemasks are available for use if needed or desired.

If you're interested in applying for this position, please send your resume to:

[nhill@webmail.davthrift.org](mailto:nhill@webmail.davthrift.org)