**Brunswick Senior Resources Inc.**

**Thrift Store Job Descriptions**

**Part-Time Warehouse Associate/Donation Pickup Driver/Helper**

1. **Positively promotes Brunswick Senior Resources and its mission to encourage volunteerism, charitable giving, and repeated patronage of the Thrift Stores.**
2. **Helps receive and process drop-off donations.**
3. **Stages donations in the warehouse and efficiently rotates merchandise to the sales floor as needed**
4. **Helps coordinate timely, efficient, and safe pickups of scheduled donations.**
5. **Provides professional and courteous customer service to donors and store patrons.**
6. **Safely Drives Box truck to and from donation pickups and can back a box truck up to load and unload items.**
7. **Regularly lifts up to 60lbs using proper technique to safely accept and process donations.**
8. **Regularly lifts furniture and other large and heavy items with the assistance of others, using proper technique to safely load and unload the box truck and to stock the sales floor.**
9. **Becomes familiar with proper loading of the box truck and proper tie down methods to ensure donations are not damaged while in transport.**
10. **Helps with inspection, cleaning, testing, pricing, and merchandising of donated items.**
11. **Regularly helps with general store maintenance such as vacuuming, cleaning bathrooms, and emptying garbage.**
12. **Assists other staff and volunteers with the processing of donated items and moving them onto the sales floor.**
13. **Becomes familiar with storage facility inventory and proactively rotates that inventory into the store when appropriate.**
14. **Rotates out of season donated items and Holiday items to both on-site and off-site storage facilities as necessary.**
15. **Proactively strives to keep all storage facilities organized, safe and accessible.**
16. **This position can average as much as 20 hours per week. Shifts can be either full day or half day or a combination of both. Starting pay is $12/hr.**