



ST. VINCENT DE PAUL

ASSISTANCE • SHELTER • HOPE

JOB POSTING

POSITION: **Dock Attendant -TEMP TO HIRE**
SVdP Shelter for Women and Families
Full Time and or Part Time - 1st or 2nd Shift

POSITION MANAGER: Diane Almanza, Hospitality Manager

POSTING PERIOD: **August 24, 2021 until filled**

APPLICATION PROCESS: Complete an application at <http://stvincentdayton.org>
or send a resume to dalmanza@stvincentdayton.org

Qualifications:

Applicant will be a responsible self-starter with attention to detail. You will be responsible for assisting community members who bring donated items to St. Vincent de Paul Gateway Shelter for Women and Families. In addition, the Dock Attendant is responsible for determining items to be transported to the Community Store, assisting with inventory and maintenance of shelter Central Supply, maintaining the shelter clothing room, receiving deliveries from vendors, and directing and assisting shelter volunteers. You will work with other dock attendants accepting donations and deliveries as well as interacting with donors, volunteers, shelter guests and staff in a positive manner.

Responsibilities:

- Responsible for all aspects of dock operations including accepting donations, receiving shipments, staff, security, and safety.
- Secures and transports donations in a timely manner to retail operations including the loading and unloading of dock bins on retail truck.
- Sorts and retains necessary items for guests and residents in the shelters and supportive housing ministries.
- Responsible for the pulling and storing of needed shelter items that are received via collection drives, donations, and shipments.
- Maintain safety and security standards for shelter employees, volunteers, donors and community service volunteers in dock area and the clothing room.
- Train, direct and supervise the work of dock employees, volunteers assigned to dock area and clothing room.
- Work a nonstandard work week, work evenings, weekends and / or night shift hours, at various locations and/or provide coverage for other positions, shifts or functions as needed.
- All other duties and tasks as required.

Skills:

- Physical stamina and dexterity
- High school diploma or equivalent
- Must be able to lift and carry up to 40 pounds for short distances
- Must be able to walk and stand for extended periods of time
- Must be able to pass drug screen and background check
- Must have a valid driver's license
- Must have dependable means of transportation