

JOB POSTING – ST. VINCENT DE PAUL COMMUNITY STORE

POSITION: **Sorter - Full-time/1st Shift (Mon-Fri)**

POSITION MANAGER: Paula Cosby, Director of Charitable Enterprises

POSTING PERIOD: August 24, 2021, Until Filled

APPLICATION PROCESS:

If you are interested in the position, mail or email (pcosby@stvincentdayton.org) a resume and/or a Letter of Interest to Paula Cosby, St. Vincent de Paul Administration, 124 W. Apple Street, Dayton, Ohio 45402 requesting consideration for the position.

You can also complete an application on our website: <https://stvincentdayton.org/employment/>

SUMMARY OF POSITION RESPONSIBILITIES:

The sorter is responsible for day-to-day itemization, sorting, and pricing of donated items. This individual works with the Production Supervisor to ensure the efficient flow of merchandise from the warehouse to the sales floor.

ESSENTIAL JOB FUNCTIONS:

- Responsible for itemizing and sorting merchandise and for determining which items should be retained for sale.
- Place price tags on items to be sold based on established guidelines relative to the condition of the items.
- Place tagged merchandise on racks or in sorting bins as the final stage of preparation for movement to the sales floor.
- Receive deliveries of merchandise via truck and/or directly from donors.
- Comply with the strict policy of confidentiality at all times in all matters related to customers, donors, and co-workers.
- Assist Production Supervisor with coordination of efficient transfer of merchandise from the warehouse to the sales floor.
- Assist Production with setting of displays in the store as needed for enhanced sales.

SKILLS

- High school diploma or equivalent
- Demonstrate excellent customer service skills
- Ability to effectively interact with diverse populations
- Excellent communication skills – verbal and written
- Good computer skills
- Must be able to stand or walk for extended periods
- Must be able to lift up to 50 pounds

- Must be able to pass a drug screen and a background check