

Job Title: Retail and Donation Sorting Associate
Location: Caring Hands Outreach Center
Schedule: Tuesday – Saturday, 9:00 AM – 5:00 PM

Position Summary:

The Retail and Donation Sorting Associate plays a vital role in the daily operations of our resale store by ensuring that donated goods are sorted efficiently, organized with care, and displayed to maximize customer experience and sales. This position requires a strong work ethic, attention to detail, and a passion for serving the community through mission-driven retail.

Key Responsibilities:

Donation Sorting & Processing:

- Receive, inspect, and sort incoming donations.
- Determine quality and category of items (clothing and housewares)
- Tag, price, and prepare merchandise for the sales floor.
- Maintain cleanliness and organization of the sorting area.

Retail Floor Support:

- Stock shelves, racks, and displays in an organized and appealing manner.
- Cash register responsibility and customer service.
- Social Media Skills.

Teamwork & Safety:

- Work collaboratively with fellow team members and volunteers.
- Follow store safety and lifting procedures when handling donations.
- Communicate any concerns with merchandise, safety, or facility issues to the manager.

Qualifications:

- High school diploma or equivalent preferred.
- Previous retail, warehouse, cashier or sorting experience is a plus.
- Ability to lift to 40 lbs. and be on your feet for extended periods.
- Strong organizational skills and a positive attitude.
- Commitment to the mission of the organization.

Compensation & Benefits:

Wages \$16.00 to \$20.00 depending on experience