



The Place of Forsyth County

Position: Retail Donation Specialist and Driver

Classification: Full-Time (must work 2 Saturdays a month), Benefits eligible, Paid Time Off

Reports To: Warehouse Manager

Supervises: Community service workers and volunteers.

Position Summary: As a key role in the successful operation of the thrift store, the Warehouse staff / Driver is responsible for creating and maintaining an atmosphere that engages volunteers, and community service workers to work diligently and efficiently. This will include overseeing thrift store drop-off donations, pick-up donations, keeping the warehouse clean and safe, and working with the thrift store manager to keep fresh products moving to the sales floor. As well as maintaining great customer service experiences for our donors; so that, services and programs provided by The Place are adequately funded. This will include scheduling and making pickups and deliveries of large furniture.

Essential Duties and Responsibilities:

- Assist with maintaining daily operations of the warehouse including ensuring proper donation inventory in all staging and storing areas.
- Unload, inspect, and store all donations and deliveries arriving at The Place facility.
- Supervise community service workers, and volunteers to ensure smooth operations.
- Monitors floor product inventory and ensures new product is moved to sales floor in a timely manner.
- Operate forklift & other equipment used to move pallets.
- Create and maintain a friendly and engaging atmosphere.
- Organize and maintain the warehouse to ensure maximum cleanliness (free of clutter and various hazards) and efficiency of space.
- Participate in annual physical inventory counts.
- Represents The Place in a professional manner at all times.
- Ensure security of donations and the warehouse.



- Respond to donor inquiries for donation pickups timely and with courtesy, professionalism, and enthusiastic demeanor.
- Efficiently and effectively schedule pickups with donors and deliveries with customers.
- Tactfully communicate with donors the items that are not being accepted.
- Safely pickup and deliver to and from the thrift store large pieces of furniture.
- Act as a representative of the organization to the community.

Qualifications and Experience:

- High school diploma or G.E.D.
- Forklift certification preferred; or willingness to become certified (training provided)
- Valid GA driver's license – CDL preferred; good driving record required
- Ability to pass a DOT physical.
- Ability to pass a drug test.
- Ability to pass background check.
- Ability to drive a box truck.
- Ability to lead and inspire others.
- Ability to prioritize and multi-task.
- Ability to work with a diverse group of people.
- Ability to delegate responsibilities.
- Ability to train, observe, and tactfully hold others accountable.
- Ability to stand and move around the duration of the day.
- Ability to work in sometimes cold and hot environments.
- Ability to tolerate dust.
- Ability to safely lift objects at times heavier than 75lbs.
- Possess an appreciation for all races, religions, sexual orientations, and backgrounds.



- Possess a non-judgmental attitude towards people of lower socio-economic means, criminal histories, and any other personal differences.
- Flexible and adaptable to handle interruptions, maintain focus on tasks and produce accurate work.

DISCLAIMER: This is not necessarily an exhaustive list of all responsibilities, duties, skills, efforts, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned. Persons performing this job may work with individuals performing community service. The Place does not tolerate harassment of any kind. The Place has a strict “No Weapons” policy and strictly enforces a no-violence policy in the workplace. Work schedules may vary depending on the needs of The Place and may require working weekends, holidays, and evening hours. The Place reserves the right to revise this job description at will. This job description in no way represents a contract of employment.

Employee Signature:

_____ Date: _____