



POSITION DESCRIPTION:

TITLE: Driver/Mover/Sorter - Closet To Closet

REPORTS TO: Closet To Closet Store Manager

FUNCTION: The Driver/Mover/Sorter is responsible for the pick-up and drop-off of donations for Closet To Closet and sorting donated items.

DUTIES:

- 1) Responds to calls for donation pick-ups and coordinates the pick-up and drop-off of such donations to Closet To Closet and from clients;
- 2) Hands out donation forms to donors;
- 3) Makes other pick-ups and deliveries for WCSC;
- 4) Helps with sorting, cleaning and organizing donated items in the sorting room;
- 5) Fosters a positive workplace and team environment through open communication with store volunteers and coworkers;
- 6) Assumes other responsibilities as assigned.

WORKING CONDITIONS:

Physical: Manual labor; work primarily at Closet To Closet site and in the field.

Social: Ability to work with a diverse group of individuals and to maintain client confidentiality.

EQUIPMENT:

- Use of agency vehicle
- Operation of a variety of tools and equipment, including hand truck, dolly, pallet jack, etc.
- Use of cell phone to coordinate donation pick-ups

KEY CONTACTS:

- Maintain contact Closet To Closet Store Manager and staff.
- Work with a helper/co-driver for donation pick-ups.
- Maintain friendly and appreciative attitude with donors.

SCHEDULING DETAILS:

Part-time Position (Store Manager creates pick-up schedule)

SALARY RANGE:

\$10 - \$15 per hour



WCSC Mover/Driver/Sorter position description - continued

REQUIREMENTS:

- Must have current VI Driver's License. No current infractions.
- Committed to and passionate about creating a work place and community free from sexism, racism, homophobia, and all other oppressions.
- Ability to lift and carry donation items weighing up to 75 pounds with assistance. Must be able to sustain a full six-hour day of standing, walking, lifting, and bending;
- Ability to work in various environmental conditions, including dust, sun, rain, etc.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.