

VOLUNTEER SORTERS JOB DESCRIPTION

Sorters work in the warehouse and are responsible for ensuring that all items that end up in the store are suitable for sale. While their work is mostly “behind the scenes”, they are essential to the store in that they ensure that we have a steady stream of good quality items available for customers.

Duties and responsibilities:

- Sort donated items for pricing, moving each item to the correct area of the warehouse.
- Check each item to ensure that it is suitable for sale in the store.
- Ensure that items to be sold are clean and in good condition.
- Make decisions about what items should be sold, passed on, or thrown away.
- Store seasonal items in the correct locations until the proper seasons.
- Bring in new donations, enforcing store policies on what donations are and are not accepted and thanking donors appropriately.
- Hang clothes, checking each item for tears or stains and ensuring that zippers, buttons, and pockets are all in good condition.
- Consult with other volunteers or the Coordinator if unsure about the suitability of an item for sale, or about the prices of exceptional items.
- Clean the work area at the end of the shift.
- Wash donations when necessary.
- Keep volunteer lunch room and bathroom clean and tidy.
- Perform other duties as assigned.

Qualifications:

- Able to distinguish items that are in good condition from items that are not.
- Able to move boxes and bags of donations and to do light physical work.
- Reliable in coming for scheduled shifts, or phoning in advance if unavailable or sick.
- Able to work well both independently and as part of a team. Able to accept supervision and direction.
- Able to understand and follow directions in English.
- Willing to work with others who are from diverse backgrounds.

Benefits:

- Opportunity to assist Thrive in its mission
- Opportunity to work with volunteers from diverse backgrounds.