North Fulton Community Charities
Part time Donor Door Attendant/Sorter/Driver

The Donor Door Attendant/Sorter plays a critical role by providing donors with fast and friendly customer service while accurately sorting product. The successful attendant will play a most important role in achieving customer satisfaction and revenue growth for the charity.

Responsibilities:
- Manage process of receiving donated goods at donation door.
- Create and ensure excellent customer service. (Interact with donors as if every donation is a potential million dollar donation!)
- Thoroughly sort all incoming donations.
- Determine placement of incoming merchandise – department, trash or truck.
- Maintain cleanliness of donation area.
- Maintain dumpster area in back of building.
- Monitor back parking area and drive around for debris, nails, screws.
- Minimize risk to NFCC by ensuring safe placement of merchandise.
- Ensure that all donated merchandise whether sellable or not is the property of NFCC and cannot be given away or retained for personal use.
- Supervise and delegate to back door volunteers and community service workers.
- Other duties as determined by Thrift Shop General Manager as it relates to the store or Donor services.
- Pick up both food and furniture when needed.

Qualifications:
- Possess excellent interpersonal, communication and customer service skills.
- Good Physical Condition: Must be able to stand for long periods of time working in both hot and cold weather (based on the season) and lift up to 75 pounds.
- Personality should be enthusiastic, patient, yet firm and kind.
- Prior sorting/processing experience and attention to detail.
- Self starter
- Desire to assist the charity in achieving their mission to help others.
- Prior box truck driving experience.
- Some bilingual ability a plus., though not required.

Hours: open availability Monday - Saturday
Pay Rate: $12.00 per Hr

To apply for this position, please contact Tina Adams, Thrift Shop General Manager –
TAdams@nfcchelp.org