

SOUTH COAST HOSPICE AND PALLIATIVE CARE SERVICES INC.
JOB DESCRIPTION: THRIFT STORE AIRPORT PROCESSING CENTER
(APC)/WAREHOUSE SUPPORT

1600.05.1

QUALIFICATIONS

1. High school graduate or GED preferred.
2. Able to receive and understand verbal instructions and independently follow tasks through with minimum supervision.
3. Must possess a valid Oregon Drivers License, dependable transportation, and proof of automobile insurance.
4. Must be able to meet the physical demands of the job such as lifting/moving boxes, furniture, etc.
5. Must maintain integrity throughout performance of all job duties, demonstrating an exemplary work ethic.
6. Able and willing to work effectively as a cooperative member of the team with diverse people and/or populations.
7. Ability to build and foster a positive team spirit and serve as an efficient and integral representative of the South Coast Hospice Organization.
8. Able to maintain confidentiality regarding Thrift Store business, staff, volunteers, customers or any other SCH business.
9. Must be detail oriented, able to multi-task and remain flexible with assignments.
10. Must act in a kind, decent and respectful manner at all times.
11. Must recognize, support and adhere to all SCH policies and procedures.
12. Able to consistently uphold attendance standards.
13. Flexibility to handle a wide variety of merchandise, regardless of personal taste.
14. Must be able to work warehouse hours and duties as assigned.

PHYSICAL REQUIREMENTS

1. Must be able to lift 50 pounds utilizing proper lifting techniques and the appropriate tools and equipment provided, asking for assistance with awkward or item too heavy to be moved by one person.
2. Must be able to reach, bend, and lift boxes, furniture, etc.
3. Must be able to unload boxes, furniture, etc. out of delivery truck.

WORK ENVIRONMENT/HOURS

1. Typical warehouse setting.
2. This is a full time position of 40 hours per week depending on the needs of the agency.

SKILLS REQUIRED

1. Excellent verbal and listening skills
2. Ergonomic skills
3. Cleaning, sorting, repairing and placing merchandise.

PURPOSE

The Thrift Store Airport Processing Center/Warehouse Support staff is responsible for sorting, cleaning, assembling and storing items brought to the APC for donation sorting and processing. Sorted items and glassware are placed in the tote boxes supplied for storage and later transfer back to the Thrift Store for sale.. Clothing is checked, sorted and boxed. Domestic items are sorted and checked for ability of resale. Any item determined to be unsellable is discarded.

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SUPERVISION

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Supervised by and works closely with the APC Warehouse Coordinator and Thrift Store Warehouse Manager while completing the functions of the job. In the absence of the Thrift Store Warehouse Manager or APC Warehouse Coordinator, APC/Warehouse Support will report to designated supervisor.

SUPERVISION EXERCISED

None

DUTIES AND RESPONSIBILITIES

1. Unload delivery truck of items donated and placed in APC for sorting.
2. Receive stock items and record any data manually on items over \$45.00.
3. Deliver items to warehouse shelves, sales floor, and/ or work stations as needed.
4. Store items in an orderly and accessible manner.
5. Dispose of damaged or defective items.
6. Clean and maintain supplies, tools, equipment, and storage areas to ensure compliance with safety regulations.
7. Metal items to be disposed of will be placed in trailer provided by Shinglehouse Auto Salvage.
8. Cardboard boxes are broken down and dropped off for recycling in Coos Bay.
9. Individually responsible to conduct him/herself in a safe manner during the performance of all job-related duties. Also responsible to bring unsafe conditions to the attention of the Operations Coordinator who is responsible for safety issues within the framework of the store.
10. Assist in other work responsibilities as requested or assigned by the Thrift Store Manager or Executive Director.
11. Participates in staff training, educational programs and in the Volunteer Training Program as appropriate.
12. To adhere to all SCH Personnel Policies, including but not limited to:
 - Please initial* _____ SCH Standards of Conduct as described in the agency's Compliance Plan.
 - Please initial* _____ SCH Privacy Practices in accordance with HIPAA regulations.
 - Please initial* _____ SCH Sexual Abuse and Molestation Policy.
 - Please initial* _____ Demonstrates a kind, decent and respectful behavior.
 - Please initial* _____ Honor, respect, protect and promote patients' rights and individualized care.

This position description describes the general nature and level of duties and responsibilities required of persons assigned to this position. It is not intended to include all duties and responsibilities. The order in which duties and responsibilities are listed is not significant.

Employee's Signature

Date

Manager's Signature

Date

Executive Director's Signature

Date

Accommodations for disabilities will be made whenever possible unless such accommodations would create an undue hardship on South Coast Hospice and Palliative Care Services, Inc.

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