



St. Vincent de Paul Society of Lane County, Inc.

P.O. Box 24608, Eugene, OR 97402

www.svdp.us and on Facebook

Phone: 541-687-5820

Fax: 541-683-9423

## Donation Attendant

St. Vincent DePaul is looking for ambitious and hardworking individuals to add to our team! We have full-time work available as a Donation Attendant. Candidate must have exceptional customer service skills, attention to detail, have the physical ability to lift up to 50 lbs., and work hard and efficiently in all weather conditions. This position also requires motivation, and the ability to work as part of a team.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Greet customers that come to the donation drive thru with a smile
- Sort multiple containers of materials to determine what is sellable, recyclable, or trash and place it in the correct location
- Safely lift up to 50 lbs., bend, stoop, and twist continuously throughout the shift
- Proficiently and correctly check product for defects
- Safely use hand truck, dolly, and furniture moving equipment
- Pick up trash in the parking lot
- Pick up items that have been left in donation areas overnight

### KNOWLEDGE, SKILLS AND ABILITIES

- Self-motivated, organized and able to work as part of a team
- Ability to work in a fast paced production/warehouse environment
- Strong verbal communication skills, and not afraid to ask questions
- Ability to stand for 8 hours
- Able to lift, push and pull up to 50 lbs.
- Pallet Jack experience is helpful, but not necessary

**Wage:** Starts at \$16/hr, raise to \$16.50/hr after 12 months.

Medical, Dental & Vision, paid time off, and employee discount after 3 months.

Vacation after 12 months. Holiday pay after 3 months

**Schedule:** 9:45AM-6:30PM. Schedule rotates every 3 months, weekend availability needed.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_