



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

Over the last 68 years, SVdP has grown from a volunteer-led non-profit to the largest human services agency in Lane County with more than 600 employees. Our mission is to assist the poor and those in need of consolation, seeking out and utilizing every resource. Being mindful of the sanctity and dignity of all, any charitable work that advances those goals is within the mission of SVdP Lane County.

St. Vincent de Paul 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, lift up to 50 lbs., and work hard and efficiently in all weather conditions. This position also requires motivation and working as part of a team.

Responsibilities and Duties:

- 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 products 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
- This list is not all-inclusive, and other duties may be assigned

Knowledge, Skills, and Abilities:

- Self-motivated, organized and work as part of a team
- Work in a fast-paced production/warehouse environment
- Strong verbal communication skills, and not afraid to ask questions
- Stand for 10 hours
- Lift, push and pull up to 50 lbs.
- Pallet jack experience is helpful, but not necessary

Job Type: Hourly. Full time.

Wage: \$16.00 per hour.

Schedule: 4 x10 Hours shifts 9:00am to 7:30pm. Weekend availability needed.

Benefits:

- Health and dental insurance
- Employee Assistance Program
- Employee discount
- Vacation and holiday pay
- Flex time
- 401(k)

Signature: _____ Date: _____