

Receiving Coordinator

Location: New Life Thrift Shop, 34686 Jiffy Way, Lewes, DE 19958 Phone: (302)644-0171

Job Type: Full-time

Salary: \$37,000.00 per year (No benefits) - **Schedule:** 5x8 - No nights – Saturdays required.

When you become a member of the team at The New Life Thrift Shop in Lewes Delaware, you will be working with a large group of great-hearted volunteers giving freely of their time and talents.

The New Life Thrift Shop is seeking a mature, multilingual person who has a positive attitude, is organized, hardworking, devoted, and professional. Therefore, the Receiving Coordinator needs to have a superb work ethic, be kind-hearted, be helpful, and be excited about going to work and achieving great goals together as a team.

Job Description:

- Comply with the functions of the donation area and follow managers procedures.
- Ability to work well with volunteers, delegate jobs to volunteers, and be a leader for special groups/volunteers of people.
- Great customer service skills (Customer service is key in any business).
- Ability to welcome the people giving donations to New Life Thrift Shop, and helping people unload their vehicles and offering them a donation receipt.
- Able to lift over 50 pounds, move heavy furniture, appliances, etc.
- Ability to kindly refuse donations that are not acceptable for re-sale, and/or refer people to other locations.

Maintaining the following outside departments, which include:

Clothing sorting room, Art room, Christmas Shop, Luggage area, Furniture area, Chair room, Toy area, Exercise area, Rug area, Lawn & Garden area, Bikes, Basket section, Storage areas, Sold shed, Appliance section, Medial equipment, and numerous misc. sections.

Job Duties:

- Receiving donations
- Pricing items accordingly
- Cashiering - Outside location
- Sorting arriving donations
- Distributing donations to proper locations
- Cleaning & Safety for outside area, warehouse building, & sold shed.
- Maintain proper organization in all areas such as: warehouse, sold shed, recycling area, electric shop & outside area
- Emptying trash, breaking down boxes, and taking care of recycle items
- Ability to properly fill out sold tickets
- Fill recycling truck properly & inform manager when scheduled pickups for recycling truck is needed
- Responsible for locking up donation area
- At the end of the day, make sure all donations have been put away in proper places

Only serious candidates need to apply. Send Resume to: newlifethriftshopaa@gmail.com

Job Closes: When the position is filled