

## **Waterfront Rescue Mission**

### Job Description

**Retail Job Title:** Processor  
**Department:** Retail Services  
**Reports To:** Assistant Manager

#### **Summary**

Identifies quality of all donated items to be processed, priced and merchandised for resale.  
Performs all reasonably related duties as assigned

#### **Duties:**

- Assign clients to designated work areas
- Maintains clients sign in/out log
- Maintains a clean work station

The job assignment of a processor may fluctuate between the following functions:

#### **Sorter**

- Examines the overall condition of garments and household items. Checks for damage, wear, condition, & cleanliness.
- Checks items against established quality criteria.
- Determines value of item based on quality criteria.
- Prepares items for resale (clean, combine, sort, check if works).
- Prices items (look up books/internet) pricing when needed).
- Place items in appropriate location on sales floor.

#### **Tagger**

- Removes garments from price bin to tagging station.
- Tags garment with proper price in the proper place on the garment.
- Places tagged garments in specific locations on the hanging tables.

#### **Hanger**

- Places garments on designated hanger determined by garment type.
- Places hanged garments on z-rack.
- Performs a count of garments when needed.

#### **Merchandiser**

- Takes z- rack to sales floor, places garments on floor racks according to garment type.
- Places other merchandise in the proper location on the floor.

#### **Furniture**

- Cleans and fixes furniture as they are unloaded from the trucks
- Prices each piece of furniture before placing it on the sales floor
- Makes appropriate price adjustments according to guidelines

#### **Electronics/Appliances**

- Fixes computers, and all types of electronic devices and prices them for sale
- Directs assigned clients to help fix, clean, price, and place electronics and appliances on the sales floor
- Answers customer questions pertaining to electronics/appliances

#### **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Christian Values Commitment:** Must respect and uphold the mission and values of the ministry and possess high level of ethics, honesty and character.

**Education and Experience:** High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

**Knowledge, Skills & Abilities:**

- Ability to read and comprehend simple instructions, short correspondence, and memos.
- Ability to write simple correspondence.
- Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
- Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's.
- Ability to perform these operations using units of American money and weight, measurement, volume, and distance.
- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.
- Ability to deal with problems involving a few concrete variables in standardized situations.
- Must have regular attendance on the job.
- Must support the goals of the Mission.
- Must be willing to sign statement in support of the Mission's Statement and Core Values.
- Must have the ability to form effective working relationships with supervisors, co-workers, ministry staff, clients, and the public.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to stand; walk and use hands to finger, handle, or feel. The employee is frequently required to stoop, kneel, crouch, or crawl and talk or hear. The employee is occasionally required to sit. The employee must regularly lift and or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. On occasion my have to assist in moving items weighing 100 lbs. Specific vision abilities required by this job include close vision and color vision.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is occasionally exposed to fumes or airborne particles and toxic or caustic chemicals. The noise level in the work environment is usually moderate.

**I have reviewed this job description and do not have any reservations about my ability to perform all duties of the position.**

---

**Name**

---

**Date**