

**Miracle Hill Ministries**  
**Job Posting**

Date: July 14, 2017

Job Posting: PT Home Goods Sorter-Processor

Location: Travelers Rest Thrift Store, Travelers Rest, SC

FLSA: Hourly/Non-Exempt

Reports to: Processing Manager

Date Job Available: Immediately

Job Posting # 1392-12

**Basic Job Description:**

**Summary:** This position's primary responsibility is to efficiently prepare and price donated goods and neatly display them on the sales floor in an organized fashion. Success is defined by both quality and quantity, ensuring all production goals are met with a wide variety of sellable goods.

**Essential Duties and Responsibilities:** Include the following. Other duties may be assigned.

1. Sort, clean and price donated goods according to guidelines, producing a minimum of 1cart of quality goods per hour.
2. Communicate with management about pricing on items of higher value such as antiques and collectibles.
3. Display priced goods on the sales floor in a neat and organized fashion.
4. Straighten and organize items on the sales floor and assess inventory on a daily basis.
5. Markdown and/or remove older items from the sales floor according to guidelines.
6. Maintain a neat and clean processing area.
7. Perform daily housekeeping duties such as sweeping, cleaning, and dusting.
8. Perform other duties assigned by store managers and supervisors.

**Core Attributes and Expectations:**

1. Display a Christ-centered life demonstrated by a willingness to show acceptance and serve others.
2. Work efficiently and manage time in order to meet production needs as well as other assigned tasks.
3. Show motivation and ability to take initiative in daily tasks and operations.
4. Exhibit good work habits in attendance and punctuality.
5. Treat customers and co-workers in a kind, respectful, and professional manner.
6. Show respect for the integrity of the work place through honesty and responsibility.
7. Demonstrate a willingness to learn and an openness to new ideas and changes.
8. Follow all safety guidelines.

**Supervisory Responsibilities:** This position has no supervisory responsibilities.

**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.

1. Goal Oriented: Work with a sense of urgency, striving for efficiency that consistently meets production goals.
2. Organized: Maintain a neat, clean and organized work space and sales floor that is easy and enjoyable to work and shop in.
3. Self-Motivated: Develop skills and abilities to become more proficient and efficient in meeting and exceeding daily production goals. General knowledge of the value of household items is a plus.

**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.

1. Ability to bend, lift and work on one's feet for an entire shift; often standing in a stationary position.
2. Lift and move up to 50 pounds of donations on a regular basis.
3. Manipulate tagging guns in a repetitive manner.
4. Reach to the bottom of Gaylord box.

**Religious:**

- Be followers of the Lord Jesus Christ expressed through a personal profession of faith and Christian conduct.
- Agree without reservation with the Doctrinal Statement of the ministry.
- Since the church is God's vehicle of spiritual accountability, it is important that employees be an active participant in and in good standing with a local Protestant Church. They must comply with the requirement of their church, in areas of conduct not addressed by Miracle Hill's expected practices.
- Have a passion for evangelism and the spiritual welfare of all served by the ministry to include: guests, volunteers, customers, contributors, and staff.
- Demonstrate spiritual maturity commensurate with the requirements of your position.
- Christian conduct encompasses the biblical principles of humility, integrity and compassion to guide us to act professionally and ethically at all time. Miracle Hill Ministries understands that we have all fallen short in our past but the employees are expected to practice Christian conduct at Miracle Hill including:
  - Abstain from the use of illegal drugs or the inappropriate use of medication.
  - Abstain from activities or addictions that have a detrimental effect on guests or the reputation of the ministry. According to the teachings of Romans 14:13-23, we are to keep from becoming a stumbling block to those within the ministry who may be apt to addiction. It is important to exercise biblical discretion by restricting your freedom in public to include: use of addictive substances such as alcohol or tobacco, choice of literature, and the choice of entertainment. It is important to demonstrate sound judgment that is based on biblical principles that displays evidence of spiritual growth and maturity. (Titus 2:11-12).
  - Relationships, particularly with the opposite sex, are above reproach.
  - Live free of sexual sin (to include pornographic materials, homosexual conduct, and extra-marital relationships).
  - Respect the sanctity of life from conception until death in God's timing.

If interested in the above position, please log on to [www.miraclehill.org](http://www.miraclehill.org) to complete the online employment application.