

Miracle Hill Ministries
Internal Job Posting

Date: March 9, 2017

Job Posting: PT Donation Attendant/Processor

Location: Powdersville Thrift Store, Powdersville, SC

FLSA: Hourly/Non-Exempt

Reports to: Store Manager, Supervisor

Date Job Available: Immediately

Job Posting # 1315-1

Basic Job Description:

Summary: This position's primary responsibility is to maintain a safe and organized warehouse, assist drivers and customers with loading and unloading of goods and ensuring that all donated goods are properly sorted, priced, and staged for sale in a timely manner. Success is defined by both a certain level of quality and at the same time making sure to fulfill certain quotas in quantity in production.

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

1. Treat all customers with respect and care as one would want to be treated themselves.
2. Receive donations from potential donors in a courteous and professional manner.
3. Ensure that all donated goods are properly sorted, priced, and staged for sale in a timely manner.
4. Maintain areas of responsibility in the warehouse in a clean, organized, and safe manner.
5. Assist drivers in the loading and unloading of donated goods.
6. Oversee and direct assigned guest/volunteer labor as needed.
7. Perform other duties assigned by store managers and supervisors.

Supervisory Responsibilities: Community Service, Guest and Volunteer labor.

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. Greet and assist donors in the loading and unloading of donated items.
2. Maintain an organized and clean work space and sales floor while meeting all production requirements.
3. Develop skills and abilities to become more proficient and efficient in reaching and exceeding daily production goals.

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. Have the ability to work on one's feet for an entire shift.
2. Lift and move 10-50 pounds of donations on a regular basis.
3. Manipulate tagging guns and staplers in a repetitive manner.
4. Be able to operate a pallet jack and move larger loads with the jack.
5. 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 to complete the online employment application.