



**DORCAS MINISTRIES**  
**CHRISTIAN COMMUNITY IN ACTION, INC.**

**POSITION DESCRIPTION: DROP-OFF ATTENDANT**

**Position Summary:**

This position is responsible for accepting donations for the Dorcas Shop and Outreach Programs. This position reports directly to the Operations Supervisor.

**Essential Functions:**

- Prepare the facility daily for operations. This includes unlocking the facility, distributing donations from the previous evening, and ensuring the building is ready for the arrival of volunteers and other staff.
- Receive donations from donors and tactfully direct unacceptable materials to other organizations. Assist donors with unloading incoming materials.
- Provide tax receipts for donations. Allow donors the option to accept or decline a tax receipt.
- Separate usable and recyclable items from “trash” upon receipt but out of sight of donors.
- Transfer items from donation area to appropriate work areas.
- Transport items to be discarded to the trash dumpster and cardboard to cardboard dumpster.
- Keep the trash bins in the work areas emptied.
- Ensure that eBay items ready for shipment are picked up by the USPS (Post Office).
- Open and close the drop off room according to a schedule arranged by the Dorcas Shop Manager.
- Maintain an orderly and neat drop-off area and receiving room.
- Retrieve furniture or bulky items that have been sold from the sales floor to the customer pick up area for loading.
- Retrieve golf cart at the beginning of each day and return the golf cart to its storage area at the end of the day. Connect the golf cart to the charger (electrical outlet) each day.
- Check cart batteries each month for proper water levels. Remove debris from top of batteries. Check cart tires each month for air.
- Put recyclable textiles (bagged) in holding room with boxed shoes.
- Assist with the loading of recyclable textiles and books to vendor.
- Assist Outreach Programs operations as needed.

**Supervisory Responsibility:**

- There are no positions reporting to this position.



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**Education and/or Experience:**

- Minimum of a high school diploma or GED.

**Skills Required:**

- Ability to communicate effectively, orally and written.
- Must have a valid North Carolina driver's license.
- Physical capability to perform the necessary job functions.

**Physical Demands:**

- Ability to lift and move objects weighing up to 50 pounds.
- Ability to operate the golf cart and moving equipment.
- Ability to meet physical demands due to weather inclusive of shoveling snow to allow safe access to the facility.
- Ability to handle multiple requests from staff and volunteers.
- Must be in good physical condition.

**Work Environment/Environmental Condition:**

- Must be able to work outdoors in inclement weather.

**Approved By: Board of Directors**

**Date: March 15, 2012**