



# Clothes Less Traveled

JOB DESCRIPTION		
<b>Position Title: Lead Dock Associate – Donations and Driver</b>		
<b>Employment Status:</b> Full-Time	<b>FLSA Status:</b> Non-Exempt	<b>Effective Date:</b> February 8, 2022

## Job Summary

We are looking for a responsible Lead Dock Associate. Your job will be extremely important in providing a caring, well-run thrift shop where donors, volunteers, shoppers, and employees feel welcome and appreciated and proceeds are re-invested back into the community. The position will have the highest standards for ensuring the donors are met with a smile and leave with a thank you.

The ideal candidate will work well in a team environment.

The duties of the Lead Donation Associate are to make sure Clothes Less Traveled operates effectively, and we provide a great experience for the staff, volunteers, donors, and customers.

## Responsibilities

- Ensure all Intake staff and volunteers are working towards daily task completion
- Responsible for the training of all new hires and volunteers on processes and procedures
- Train and monitor safety compliance of Intake staff and volunteers
- Maintain box truck aesthetically and make sure repairs and maintenance are scheduled.
- Maintain outside donation space
- Ensure the re-donation trailer and pods are packed properly
- Receive donations, sort donations, and deliver to the appropriate department promptly
- Make sure all recycled products are removed from departments daily and packed in trailer promptly
- Delivers excellent customer service to the donors, volunteers, and shoppers
- All other duties as assigned

## Minimum Qualifications:

- Ability to withstand inclement weather, rain, snow, heat, cold
- Ability to exhibit proper lifting techniques
- Ability to multitask and prioritize in a busy environment
- Strict adherence to safety requirements
- Exhibit discretion, flexibility, and willingness to work closely with management
- Exhibit a welcoming, customer friendly attitude
- Valid Georgia Driver's license with a safe driving record

## **Focus Areas:**

- Dock
- Sort Area
- Patio Area
- Recycling
- PODS
- Truck

## **Overall Expectations:**

- Manage dock area to optimize and ensure efficient receipt of donor goods
- Distribute donor goods to stations in a timely manner focusing on store enhancement and revenue generation
- Provide fast, friendly customer service

## **Physical Demands and Work Environment**

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

While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle or feel objects, tools, or controls. The employee is required to stand; walk; sit; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is typically low to moderate.

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This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements are subject to modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves and others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.