



DONATION & STORAGE SPECIALIST

Tabitha's House at Fallston

Mission of The EPICENTER / Tabitha's House:

To empower people, strengthen families, and build a sense of community and trust in Edgewood, Aberdeen, Fallston and throughout Harford County, Maryland.

Purpose of the Position:

To assist the Donation & Storage Supervisor, Office Administrator, Case Manager, donors and delivery people as needed. The specialist will help to maintain a clean, orderly and welcoming environment for guests making donations and individuals volunteering their time. This individual will protect the assets of the organization in keeping with the mission to serve those in need. The selected candidate will work closely with and under the supervision of the Tabitha's House Donation & Storage Supervisor, who is ultimately responsible to the Board of Directors.

Key Principles of The EPICENTER / Tabitha's House

This person should be someone who is:

- Committed to Excellence. We do all things with excellence. If we fail to strive for excellence, we often compromise the effectiveness of our mission, so we give our best in all things and hold ourselves to high standards.
- Able to equip others for service. We actively seek to discover and unleash the gifts of others in practical ways wherever possible. This position exists not only to accomplish work in a specific area of need, but also to empower others for meaningful service.
- Good at what they do, loves what they do, and loves the people they're doing it with. This is the goal for all of our staff.

Job Skills / Requirements

- Ability and willingness to follow directions and perform work instructions.
- Maintain a Neat Appearance; be punctual.
- Maintain excellent attendance; Present a positive attitude; Display a welcoming disposition to all.
- Able to lift approximately 65 pounds (anything over 65 pounds requires assistance) may include bending, pushing, pulling, reaching, climbing, squatting, and lifting.
- Understand the flow of materials from donors to the back of house departments.
- Be motivated, hardworking and available to work as scheduled. Have a willingness to learn and to communicate with others.

Primary Responsibilities and Duties

- Properly greet and welcome donors, customers, clients and volunteers.
- Collect donations.
- Assist supervisor and case manager with delivered items for clients.
- Assist Office Administrator with deliveries of office supplies.
- Empty wastebaskets and transport other trash and waste to disposal areas.
- Sweep, wipe down, dust and straighten the volunteer area and showroom floor as needed.
- Deposit or remove items to and from the storage areas, as needed.
- Assist third party vendors with pick ups and drop offs.
- Observe precautions required to protect guests, and report damage, theft, and found articles to supervisors.
- Assist with loading and unloading of storage units and movement of products within the facility.
- Transport items between facilities in Fallston, Edgewood and Aberdeen using company vehicles. (Any personal vehicle use will include mileage reimbursement.)
- Maintain an active driver's license and clean driving record.
- Lift, climb, haul storage tubs and bins.
- Other duties as assigned.

Hours/Salary: Rate of pay: \$(Please call for details) , Up to 24 hours per week,

Hours: *(Employees are responsible to submit a timesheet bi-weekly.)*

- Tuesday, Thursday 9:00 AM - 4:00 PM, and Saturday 9:00-2:30 pm on the first and third weeks of the month.
- Tuesday, Wednesday and Thursday, on the second and fourth weeks of the month. Months that have a 5th week will be scheduled like weeks 2 and 4

Select Holidays: The EPICENTER/ Tabitha's House will remain closed and employees are paid regular pay.

Employee Signature_____ Date_____

Tabitha's House Director_____ Date_____