

JOB POSTING – ST. VINCENT DE PAUL
COMMUNITY STORE

POSITION: **Sorter – Full-time/1st Shift (Various Days: Mon-Sat)**

POSITION MANAGER: Paula Cosby, Associate Director of Operations

POSTING PERIOD: January 22, 2020 Until Filled

APPLICATION PROCESS:

If you are interested in the position, mail or email (pcosby@stvincentdayton.org) a resume and/or a Letter of Interest to Paula Cosby, St. Vincent de Paul Administration, 124 W. Apple Street, Dayton, Ohio 45402 requesting consideration for the position.

If you are a current employee of St. Vincent de Paul, you must submit a Letter of Interest to Paula Cosby and inform your current manager of your interest in this position.

SUMMARY OF POSITION RESPONSIBILITIES:

The sorter is responsible for day-to-day itemization, sorting, and pricing of donated items. This individual works with the Production Supervisor to ensure the efficient flow of merchandise from the warehouse to the sales floor.

ESSENTIAL JOB FUNCTIONS:

- Responsible for itemizing and sorting merchandise and for determining which items should be retained for sale.
- Place price tags on items to be sold based on established guidelines relative to the condition of the items.
- Place tagged merchandise on racks or in sorting bins as the final stage of preparation for movement to the sales floor.
- Receive deliveries of merchandise via truck and/or directly from donors.
- Comply with the strict policy of confidentiality at all times in all matters related to customers, donors, and co-workers.
- Assist Production Supervisor with coordination of efficient transfer of merchandise from the warehouse to the sales floor.
- Assist Production with setting of displays in the store as needed for enhanced sales.