

**JOB POSTING – ST. VINCENT DE PAUL**  
**COMMUNITY STORE**

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

**POSITION MANAGER:**     Paula Cosby, Director of Charitable Enterprises

**POSTING PERIOD:**         October 2, 2020, Until Filled

**APPLICATION PROCESS:**

If you are interested in the position, mail or email ([pcosby@stvincentdayton.org](mailto: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.

**SUMMARY OF POSITION RESPONSIBILITIES:**

The Donation Dock Attendant is responsible for daily operations of the donation dock, assisting customers, loading and unloading goods, coordinating customer pick up of merchandise/furniture with sales associates, sorting incoming materials, maintaining an orderly dock area, and providing receipts when requested for donations received. The Donation Dock Attendant works in cooperation and collaboration with the Production Manager, store and warehouse staff.

**ESSENTIAL JOB FUNCTIONS JOB REQUIREMENTS:**

- Greet customers and accept donations at the dock.
- Sort multiple donated products while determining resale, recycle and bale value as related to retail sales
- Proficiently and correctly check product for defects.
- Safely use pallet jack, dolly, and furniture moving equipment.
- Maintain neat and orderly dock area, including surrounding areas.
- Maintain safety and security standards for employees, donors and volunteers. Report unsafe practices or situations immediately. Continually support the agency safety program and control customer and employee safety.

**JOB REQUIREMENTS:**

- High school diploma or equivalent
- Demonstrate excellent customer service skills
- Ability to effectively interact with diverse populations
- Excellent communication skills – verbal and written
- Must be able to stand or walk for extended periods
- Must be able to lift up to 50 pounds
- Must be able to pass a drug screen and a background check