**Job Description**

**Title:** Sorter

**Status:** Hourly, Non-Exempt

**Location:** Donated Goods Retail

**Reports to:** Store Manager

**Purpose:**

Sorts quality soft line donations quickly according to agency standards, and transports to sales floor, greets and thanks customers according to agency policies, procedures and practices.

**Essential Functions:**

1. Ensures 100% donor and customer delight.
2. Stays abreast of brand names, makers marks, current and vintage opportunities, and price points for soft line goods.
3. Sorts apparel into boutique, salable, and salvage categories. Place all salable apparel in the hang area of the sort table, and transport racks of hung apparel to sales floor.
4. Provides quality assurance by checking for tears, stains, wet, smelly, soiled, broken zippers, missing buttons.
5. Maintains accurate sorting and salvage counts with the goal of 4-6 duros per 8-hour work shift.
6. Always maintains sorting and processing area in a neat and clean condition.
7. May assists with floor running, apparel rotation, and cleaning dressing rooms as needed.
8. Other duties as assigned.

**Key Competencies:**

Integrity, respect for all, customer service, teamwork, communication, quality, safety.

**Key Behaviors:**

Model our agency values by putting people first, acting with honesty and integrity, embracing diversity, meeting people where they are, and serving as stewards of donations and the environment.

**Specific Experience/Skills/Abilities:**

* Good social competencies.
* Know different shades and tones of color
* Know merchandise within a variety of categories: name brand, antiques, vintage, collectables to name a few.
* Experience with operation of personal computers preferred.

**Relationships:**

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| 1. Positions Supervised: | None. |
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| 1. Internal: | Communicate effectively and develop teamwork within the agency. |
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| 1. External: | Represent the agency in a positive way to the community. |

**Basic Requirements:**

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| 1. Education: | High school diploma or GED preferred. |
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| 1. Certification: | None. |
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| 1. Work Conditions: | Work weekends, nights and holidays as required. Must be able to perform physical requirements of position including but not limited to: constant standing, constant bilateral reach and handling ability; constant fingering and pinch grip; requires constant ability to lift/carry up to 30 lbs.; may require constant shoulder height reaching with either hand and firm grasp; frequent bending; may squat; requires frequent ability to push/pull less than 20 lbs. |
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| 1. Equipment: | Computer, hand jack, tilter, floor machine, compactor, may operate tow motor. |

**Financial Impact, Direct/Indirect:**

Meet budget expectations.

**Job Description Review:**

I understand this job description and its requirements; and that I am expected to complete all duties as assigned. I understand the job functions may be changed from time to time. I will be able to perform the essential functions of this position with or without an accommodation. I understand that if I will need an accommodation for this position, I will inform the supervisor or a representative from the Human Resource Department of my accommodation needs.