



We house, feed, and support those in need with compassion and dignity.

### Job Posting

Title: **Sorter/Producer**  
FLSA Status: **Full-time, Non-Exempt**

Reports to: **Store Manager**  
EEO Code: **4**

#### Overview:

St. Vincent de Paul Louisville is one of the longest serving social charities in Louisville. We are located in the up-and-coming Shelby Park neighborhood. Through our homeless shelters, community kitchen, supportive housing programs, professional case management, clinical services and retail thrift stores, *we house, feed and support those in need with compassion and dignity* on the path toward self-sufficiency.

#### Position Summary:

**Sorter/Producers** contribute to the Agency's mission by performing regular duties and responsibilities: Greet donors and assist with collecting, sorting, pricing and stocking of donated items.

#### Essential Duties and Responsibilities:

- Greet donors in a courteous manner
- Answer questions
- Safely empty boxes and bags of donated items
- Sort the items
- Price the items
- Stock the items
- Other duties as assigned

#### Specific Knowledge, Skills, Abilities:

- Ability to communicate with and assist customers, volunteers and donors
- Great people skills
- Ability to perform physical, manual labor especially with hands for long periods of time
- Ability to stand and walk/remain on feet for long periods of time (essential to the job)
- Ability to lift up to 25 pounds (essential to the job)
- Commitment to the Mission and goals of St Vincent de Paul
- Knowledge/interest in electronics is a plus

#### Education, Qualifications, Certifications, Trainings, Licenses:

- High School diploma/GED
- A combination of education, training and experience that results in demonstrated proficiency to perform the work may be substituted
- Successfully pass required pre-employment background and drug screening

**Reporting to this Position:** None

**Benefits/Additional Information:**

In addition to a sense of purpose and pride that comes from serving others, eligible employees enjoy paid holidays, paid leave, paid Life/Short/Long Term Insurance as well as access to SVDP's Section 125 Health and 401(k) Retirement Plans.

St. Vincent de Paul Louisville will conduct a thorough background investigation as part of its application process. Investigations are not limited to, but will include review and verification of the following: previous employment, character references, motor vehicle reports, personality and aptitude testing, drug screening and a comprehensive criminal background and credit check.

**Apply online:** [www.svdplou.org](http://www.svdplou.org)

**Email cover letter and resume to:** [mtull@svdplou.org](mailto:mtull@svdplou.org)

**Apply in person:**

St. Vincent de Paul Louisville  
1015-C South Preston St  
Louisville, KY 40203

**Mail cover letter and resume to:**

St. Vincent de Paul Louisville  
Attn: HR Director  
PO Box 17126  
Louisville, KY 40217-0126

Cover letters are appreciated.

**St. Vincent de Paul Louisville is an Equal Opportunity Employer and absolutely committed to diversity. (M/F/D/V)**