



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

Job Posting

Title: **Donation Attendant – Dorsey Lane**
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:

The **Donation Attendant** contributes to the Agency's mission by performing regular duties and responsibilities: Assist with collecting, sorting, pricing, and stocking of donated items.

Essential Duties and Responsibilities:

- Assist donors that are bringing donations to the door
- Safely empty boxes and bags of donated items
- Separate donations inside boxes/bags
- Assist with furniture when needed
- Remove garbage as needed
- 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.

SVDP 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 check.

Apply online: www.svdplou.org

Email cover letter and resume to: hr@svdplou.org

(In the Subject line put Donation Attendant)

SVDP is proud to be an Equal Employment Opportunity, Affirmative Action employer and absolutely committed to diversity. We do not discriminate based on race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.