

Proclaiming Grace Outreach
Processing Assistant
Job Description
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This will be a 12 hour per week position. 6 hours are to be worked on both Tuesday and Thursday. These days are not negotiable. Must be able to:

- Tolerate both heat and cold.
- Must be able to work with all personality types.
- Must be able to lift 40 pounds.

Basic Duties:

- This position works in conjunction with the Processing Manager and the Thrift Spot Manager.
- Primary goal is to process items dropped off outside (covered carport, tent, and on pallets and porch).
- Ensure that all merchandise left outside is securely covered at the end of each day (if not already done).
- Also to greet, assist, and thank people who are dropping off donations.

Please send resume via email to hisun4me@aol.com