



Job Title: Donation Receiver
Location: UGM Thrift Store, Hayden ID
Status: Full-time

Summary:

The Donation Receiver works to welcome donors with overwhelmingly biblical hospitality. The Receiver position is potentially the first interaction a person, customer or donor has with UGM; therefore, it is imperative that the Receiver has a positive, outgoing personality that is welcoming and exudes the highest level of customer service.

Responsibilities:

- Welcome donors in a timely and appreciate manner.
- Adhere to and implement all employee policies and procedures on a daily basis.
- Communicate effectively with the Processing Management team and employees.
- Handle the receiving and donation process with respect and care.
- Maintain a clean and well-organized reception area.
- Work alongside and communicate with Processing Management team, employees and donors.
- Emphasize the donor and customer perception and experience.
- Assist in maintaining an overall safe work environment.

Required Qualifications:

- High school diploma or GED required.

Compensation: \$11.70-\$13.16

Must be committed to the Christian faith and comply with drug-free, tobacco-free policy. Those qualified to join our team can enjoy a rewarding work environment, competitive wages and excellent benefits. Complete UGM's [application for employment](#) and submit it along with a letter of interest and resume to:

UNION GOSPEL MISSION

HumanResources@uniongospelmission.org

Human Resources, 1224 E Trent Ave., Spokane, WA 99202

Fax: (509) 535-0901

uniongospelmission.org/employment