



**Job Title:** Processing Associate

**Location:** UGM Thrift Store, Spokane Valley WA

**Status:** Full-time

**SUMMARY OF POSITION:**

The Processing Associate works to process donations from donors to retail. This includes, but is not limited to, accepting, sorting and pricing donated items as well as operating in compliance with company policies, procedures, and the UGM Mission Statement.

**Responsibilities:**

- Perform all duties related to accepting donations, presorting and pricing merchandise.
- Recognize quality merchandise and effectively seek guidance on pricing from management.
- Work alongside and communicate with Processing Management team, employees and donors.
- Adhere to daily and weekly production goals.
- Produce quick and accurate work in a fast-paced environment.
- Emphasize the donor and customer perception and experience.
- Assist in maintaining an overall safe work environment.
- Maintain and clean a well-organized personal processing station.
- Understand and comply with policies and procedures.

**Required Qualifications:**

- High school diploma or GED required.

**Compensation:** From \$14.00/hour

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](mailto:HumanResources@uniongospelmission.org)

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

Fax: (509) 535-0901

[uniongospelmission.org/employment](http://uniongospelmission.org/employment)