



**Teamwork
Integrity
Stewardship
Community
Excellence
Fun**

**Oxford
Full-Time
Donation
Attendant
\$12 an hour**

HR: Shelly Marino 810-600-6359

Oxford Location
190 S Washington
Oxford, MI 48371

The purpose of Goodwill Industries of Mid-Michigan is to assist individuals with barriers to employment in making the transition to independence and self-sufficiency.

Day to Day job Responsibilities Include:

- Provide excellent customer service to donors, assisting them with donations in a friendly, professional and safe manner
- Assist with customer/donor concerns, handling them professionally
- Record all donors and donations accurately on the Donation Tracking form; record all gaylords/items accurately on the Bill of Lading.
- Assist with janitorial duties, maintaining the cleanliness in the backroom and on the sales floor.
- Maintain standard back room layout and orderliness to ensure efficiency.
- Assist in maintaining a safe and secure working environment.
- Assist in loading and unloading trucks efficiently and safely.

About You:

- Ability and willingness to work flexible shifts as assigned; Sunday – Saturday between the hours of 7:00 a.m. and 10:00 p.m. Extra shifts may be required.
- Must have the ability to travel to other locations.
- Ability to stand six to eight hours a day.
- Effective communication and teamwork.
- Ability to relate and work with diverse groups of people
- Ability to bend, reach, and stoop.
- Ability to lift and carry 35 pounds without accommodation.

Benefits:

- Medical, dental, vision insurance available
- Paid Vacation
- Personal Paid Time off
- 9 Paid Holidays per year
- 20% Employee Discount
- Direct Deposit

The requirements listed above are for posting purposes only. See job description for detailed list of job requirements, responsibilities and qualifications. Goodwill Industries of Mid-Michigan is an Equal Opportunity Employer.