



6244 El Cajon Blvd #5, San Diego, CA 92115

Clothing Processor

Job Purpose

Intake of donated goods including clothing, bedding and towels. Sort items in designated areas. Responsible for rotation of stock, to include recommendation of disposal of defective stock. Receive deliveries, maintain inventory, keep workspace clean and organized. Provide customer service through face-to-face interactions and phone calls.

Duties and Responsibilities

- Select and sort donations by category, seasonal, size, color, type of clothing
- Examine items for any defects including holes, stains, or other issues
- Restock shelves/racks with sorted items
- Prepare rejected goods for proper disposal
- Maintain a neat, safe, organized, and clean work environment at all times
- Share experiences, answer questions, and set a standard for other volunteers
- Clean shoes, purses and accessories
- Label clothes, shoes, purses and accessories
- Check client's orders for accuracy
- Maintain store inventory and closet supplies
- Unload deliveries while keeping the stockroom clean and organized
- Perform other duties as assigned

Volunteer Requirements

- Willingness to help your community
- Good work ethic with consistent attendance and punctuality
- Provide outstanding customer service
- Attention to detail, ability to multi-task and follow-up
- Strong organization skills
- Adhere to Sharia's Closet client Confidentiality Agreement

Work Environment

- Ability to sort fold, hang and organize clothing
- Ability to stand in one place, twist, and bend repeatedly for long periods
- Ability to lift up to 20 lbs