



The Kitchen, Inc.

Job Title: Donation Center Associate	Department: Operations	Supervisor: Facility and Maintenance Supervisor
Supervisory Responsibility: None	FLSA Status: Non-Exempt	Employment Status: Full-time, Hourly

Our Mission:

We bring stability and purpose to people who are homeless while using our Core Values of Respect, Dignity, Quality, Service, and Compassion.

Summary:

The position impacts our participants that are experiencing homelessness by giving them hope. The focus of this position is to assist in our daily operations by moving furniture, appliances, and other donations in the Donation Center or at a remote location. The position will also require operating a box truck alongside cleaning, organizing, and receiving donations. This position is an indoor and outdoor position with a changing work environment on a daily basis.

Major Areas of Responsibility:

- Operate a box truck or utility van, in the Springfield area, for donation pick-ups and deliveries.
- Follow current policies, procedures, and guidelines.
- Maintain organization and cleanliness of the Donation Center.
- Physically load, unload, and move furniture, appliances, and other donations
- Plan and schedule donation pickups with donors or partnering agencies.
- Work with and direct volunteers in the Donation Center

Specific Job Responsibilities:

- Interact with donors, volunteers, and participants while upholding our core values.
- Operate box truck or utility van to make scheduled pick-ups of donations.
- Physically load and unload the truck and place items in the appropriate location.
- Rotate and distribute food to ensure freshness, quality, and minimal waste.
- Receive and record all incoming donations following established procedures.
- Complete inventory of items in the Donation Center and donation/supply closets as directed.
- Notify supervisor and/or Community Development Coordinator if regularly needed items are low.
- Move clients into homes from TKI campus, storage units, or other locations in the community.
- Remove furniture, appliances, miscellaneous items from homes or businesses.
- Assist internal staff in moving items as scheduled.
- Work with and direct volunteers in the Donation Center, ensuring safety, task completion, and volunteer time tracking on the volunteer hours tracking sheet.
- Maintain Donation Center and surrounding area cleanliness and organization.
- Collaborate with other agencies to assist in meeting TKI's participants' needs.
- Assist maintenance with routine tasks such as painting and minor repairs.
- Cleaning empty apartments as requested.
- Perform routine maintenance and preventative maintenance checks on company vehicles.



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- Ability to be in charge and make decisions when the Facility and Maintenance Supervisor is not available.
- Other duties as assigned.

Job Requirements:

Education and Experience

- High School Diploma or General Education Degree (GED)
- One to two years of experience driving a box truck, preferred.
- Six months' customer service experience preferred.

Technology Requirements

- Working knowledge of Microsoft Office (Word, Excel, Outlook Mail, and Outlook Calendars)
- Ability to navigate a computer for online time tracking, day-to-day communications, submitting reports, and appointment setting.

Other Requirements

- Class E or Class A Missouri Driver's license and be an approved driver by The Kitchen, Inc's insurance carrier.
- Must pass background check.
- Must pass pre-employment physical and drug screen.
- Section 3 applicants are encouraged to apply.

Core Values

- Respect – Show humility, value diversity, while demonstrating high regard for each other's differences.
- Dignity – Promote self-respect, pride and self-worth while inspiring the trust of others.
- Quality - Demonstrates accuracy, thoroughness, and competence while looking for ways to improve and promote excellence.
- Service – Taking action to create value for colleagues and participants by committing to their well-being, anticipating their needs, and working collaboratively to overcome obstacles and solve problems.
- Compassion – Appreciate others' perspectives and be genuinely concerned for people who are at-risk or experiencing homelessness. Treat people with courtesy, politeness, and kindness.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is:

- Regularly required to communicate via the phone or in person.
- Regularly required to stand, walk; reach with hands and arms.
- Regularly required to climb or balance and stoop, kneel, crouch, or crawl
- Regularly use hands to finger, handle, or feel.
- Able to lift and move up to 75 pounds while navigating stoops, steps, or stair wells.
- Specific vision abilities include close and distant vision, vision required to drive a motor vehicle.
- Occasionally required to sit for long periods via vehicle or desk.

Signature

Print Name

Date