

Liberty Ministries

Job Description

JOB TITLE: Volunteer for Liberty Thrift & Home Furnishings

REPORT TO: Store Manager

MISSION STATEMENT:

Liberty Ministries exists to serve offenders in prison and ex-offenders in the community by showing God's love, providing practical assistance, and supporting Biblical standards of justice.

JOB SUMMARY:

Volunteers function as support persons to management staff. They do various tasks that help to maintain neatness and orderliness in the store that enhances a tidy, welcoming appearance to customers. They also help to process donated items, keeping sufficient inventory on the shelves and racks and discarding those donated items that have no resale value.

PRINCIPLE JOB FUNCTIONS:

1. Assist with store organization.
 - a. Check racks and, as needed, remove empty hangars, re-hang clothing items that are out of order, etc.
 - b. Pick up and reorganize toys and any other items that may be out of place.
2. Light Cleaning Maintenance
 - a. Dust and reorganize shelves.
 - b. Vacuum (If physically able)
 - c. Wash or use household cleaners to clean soiled items before putting on shelves.
3. Sort/size/tag/price donated clothing and other items. Put same items out for sale.
4. Bagging for cashier.
5. Not to distract any paid employee from doing their job but instead they are to assist in what ever capacity needed that day.

PERSONAL QUALIFICATIONS:

1. Volunteers support our Christian mission and ministry through their conduct which includes words, attitudes and actions both to the public, who are our customers, and to fellow workers.
2. Volunteers are expected to be neat in appearance and practice good personal hygiene.
3. Volunteers will only be asked to assist with those things that they are physically and mentally capable of performing. It is the responsibility of the volunteer to inform the supervisor if they are not able to perform a task they have been asked to do.
4. There will always be a staff person in the store who will supervise and provide direction for the Volunteer unless the Volunteer has been trained and is willing to function in a staff capacity.
5. Volunteers will work on a scheduled basis and are expected to notify the Manager if unable to serve on a scheduled day.
6. Breaks can be taken for meals, etc. No meals will be supplied; however a microwave is available to warm food.
7. Fill out Volunteer Record and keep Record current.