



JOB DESCRIPTION

JOB TITLE: VINE Home Thrift Store Donation Truck & Warehouse Specialist
CLASSIFICATION: Part-time, Non-exempt
REPORTS TO: VINE Home Thrift Store Manager
LAST UPDATED: July 2024

MISSION

VINE is redefining aging and promoting the wellbeing of aging adults through programming, services, and community engagement.

POSITION SUMMARY

Under the supervision of the VINE Home Thrift Store Manager, the Donation Truck & Warehouse Specialist will work directly with the manager and store staff picking up donations for the Thrift Store. This position will work in the warehouse preparing items for sale by performing cleaning and some minor repairs on items to be sold. Moving and arranging items at the store as well as loading and unloading items for customers will be a regular part of this job.

ESSENTIAL FUNCTIONS

- Drive and/or ride along in the store 14-foot box truck.
- Pick up donations around Mankato and surrounding areas including furniture.
- Assist customers in loading donations into their vehicles and accepting donations of all sizes at the store.
- Perform basic cleaning and minor repairs of donations and other items at the store.
- Move items around the store using carts, dollies, and other devices.
- Provide good customer service at the store and while working on the truck picking up donations.
- Perform other duties as assigned.

COMPETENCY – KNOWLEDGE, SKILLS, AND ABILITIES

- Possess a valid driver's license.
- Possess or be able to obtain a health card to drive the truck (no CDL required).
- Able to pass a Minnesota motor vehicle and criminal background check.
- Be able to stand for long periods of time and continually lift, move, load, and unload items of all sizes.

EDUCATION AND EXPERIENCE

High school diploma or equivalent. Truck driving, warehouse, and repair experience preferred.

POSITION TYPE

Part-time position (flexible hours up to 30 hours per week) with the potential to be full-time. The typical workweek is flexible, Tuesday - Saturday, no nights or overnights.

BENEFITS

Part-time employees who average at least 18 hours per week are eligible for the following options (these details are for informational purposes, they are subject to any policy or plan changes, and



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some options are prorated based on hours of work): company-paid, prorated holiday and bereavement leave when it occurs on a regularly-scheduled workday, Minnesota Earned Sick and Safe Time, and an Employee Assistance Program.

SUPERVISORY RESPONSIBILITIES

This position does not supervise employees but may work with approved volunteers.

WORK ENVIRONMENT

This position is located in a retail building setting which includes a warehouse. The position also includes driving or riding along in a truck and outside work picking up and loading furniture and other items. While working on the truck, this position involves working in all types of weather conditions.

TRAVEL

This position requires travel while working on the store truck picking up or delivering items. Minimal travel may be required for special functions or to attend meetings/events at the VINE Adult Community Center.

EQUAL OPPORTUNITY EMPLOYMENT

VINE is an equal opportunity employer and does not unlawfully discriminate against employees or applicants for employment on the basis of an individual's race (including traits that may be associated with race including hair texture and style), color, religion, creed, sexual orientation, gender identity or expression, national origin, age, disability, marital status, veteran status, or any other status protected by applicable law. This policy applies to all terms, conditions, and privileges of employment, including recruitment, hiring, placement, compensation, promotion, discipline, and termination.

SIGNATURES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

This job description has been approved by:

Supervisor _____ Date _____

Employee signature below indicates the employee's understanding of the requirements, essential functions, and duties of the position.

Employee _____ Date _____