

## Donations Processor / Driver

### **William Temple House Thrift Store**

**Portland, OR**

**Pay Range:** \$20.01 – \$24.21 per hour

**Status:** Full-Time (40 hours/week), Non-Exempt

William Temple House Thrift Store is a nonprofit thrift store located in Northwest Portland. Proceeds from the store directly support essential community services, including a healthy food pantry and affordable mental health counseling.

The **Donations Processor / Driver** plays a key role in our daily operations and donor experience. This is a hands-on, physically active position in our Thrift Store that combines donation processing, in-store support, and driving our box truck to pick up donated furniture throughout the Portland metro area.

The Donations Processor/Driver plays a key role in representing us to the community. They are often one of the first points of contact donors have with William Temple House and are frequently praised by donors for their professionalism, care, and respect.

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### **Key Responsibilities**

- Receive, sort, and organize donated goods in the receiving area
- Price donated items and prepare merchandise for the sales floor
- Put priced items out for sale and help maintain an organized store environment
- Schedule donation pickup requests and communicate clearly with donors
- Drive a donation box truck for furniture pickups and related errands (CDL not required)
- Safely load, transport, and unload donated furniture and goods (team-based pickups)
- Issue donation receipts and collect pickup fees when applicable
- Assist with in-store operations such as stocking, cashiering, and loading purchases
- Support agency-related pickups and deliveries as assigned

### **Qualifications**

- Valid Oregon Driver's License with an acceptable driving record
- Ability to lift, carry, push, and pull heavy items (50–100 lbs with team assistance)
- Strong customer service and communication skills
- Ability to work collaboratively in a fast-paced, public-facing environment
- Reliability, attention to safety, and a positive, team-oriented attitude

### **Preferred (but not required):**

- Experience in retail, donation processing, delivery, warehouse, or moving work
  - Experience driving box trucks or larger vehicles
  - Familiarity with the Portland metro area and use of GPS navigation
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### **Work Environment & Physical Requirements**

This role involves frequent standing, walking, lifting, bending, and driving. Work takes place in a busy thrift store, donation receiving areas, delivery trucks, outdoor environments, and donor homes. Exposure to dust, allergens, varying weather conditions, and physical activity is expected. Safety training and proper lifting instruction are provided.

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### **Benefits**

- Medical, dental, and vision insurance
  - Generous paid time off
  - 401(k) retirement plan
  - 20% employee discount at the Thrift Store
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William Temple House is an equal opportunity employer committed to equity, inclusion, and respect. In accordance with Oregon state law and City of Portland requirements, we post pay ranges for this position and do not consider prior wage history in hiring decisions.