Donation & Warehouse Receiver & Processer

Reports To: Director of Strategy & Operations
Classification: Hourly, up to 32 hours per week
Schedule: Wednesday–Saturday

Position Summary

The **Donation & Warehouse Associate** plays an important hands-on role in turning donated materials into resources for educators and the community.

This position welcomes donors at our donation door, receives and processes incoming materials, sorts and organizes donations, and helps maintain a clean, safe, and efficient warehouse. The Donation & Warehouse Associate works closely with our Sustainability & Community Partnerships Coordinator and other team members to help materials move to the place where they can have the greatest impact.

Success in this position comes from **excellent customer service, reliability, organization, teamwork, and the ability to see possibility in materials others might overlook.**

Key Responsibilities

Donation Receiving & Customer Service

- Welcome and assist donors at the Treasures 4 Teachers donation door.
- Provide friendly, helpful, and professional customer service.
- Receive donations and help donors understand the donation process.
- Assist with safely unloading donated materials.
- Communicate questions, unusual donations, or capacity concerns to the appropriate team member.
- Represent Treasures 4 Teachers positively in every donor interaction.

Donation Processing & Sorting

- Sort incoming donations according to T4T guidelines and intended use.

- Clean, organize, label, and prepare materials for the Teacher Store, Treasure Box Thrift, Free Zone, storage, or other approved destinations.
- Help identify materials with potential for creative reuse.
- Stage processed materials for stocking, distribution, events, or storage.
- Help materials move efficiently through the donation and sorting process.

Warehouse Operations

- Maintain clean, organized, and safe donation-processing and warehouse areas.
- Load and unload donated materials from trucks, vehicles, pallets, and other deliveries.
- Safely use pallet jacks, carts, dollies, and other warehouse equipment to move materials.
- Keep walkways, exits, workspaces, and receiving areas clear.
- Help organize and rotate materials to make effective use of available space.
- Assist with loading and unloading materials for pickups, deliveries, and organizational needs.
- Perform work both indoors and outdoors, including receiving and moving donations in varying temperatures and weather conditions.
- Follow safe lifting, stacking, and material-handling procedures.
- Report safety, facility, or capacity concerns promptly.

Teamwork & Mission Support

- Work closely with the Sustainability & Community Partnerships Coordinator on donation processing and material flow.
- Coordinate with Teacher Store, Treasure Box Thrift, warehouse, and other staff as materials move through T4T.
- Support special projects, events, seasonal needs, and organization-wide priorities as needed.
- Help create a welcoming environment for donors, educators, volunteers, and fellow staff.
- Perform other duties as assigned based on organizational needs.

What We're Looking For

A great fit for this role is someone who:

- Enjoys hands-on work and staying active throughout the day.
- Provides **excellent customer service** and enjoys interacting with people.
- Is dependable, organized, and able to follow established processes.
- Can work independently while also being part of a collaborative team.
- Notices what needs to be done and is willing to jump in.
- Is comfortable working in a warehouse and donation-processing environment.
- Understands that donated materials are **resources with potential**, not simply items to move from one place to another.
- Is flexible and comfortable in an environment where priorities can change throughout the day.

- Connects with T4T's work at the intersection of **education, sustainability, creative reuse, retail, and community service.**

Qualifications

- Warehouse, donation processing, retail, customer service, or similar experience preferred.
- Ability to safely lift and move materials up to 50 pounds.
- Ability to stand, walk, bend, lift, and perform physical tasks throughout the workday.
- Strong organizational skills and attention to detail.
- Ability to perform physical work in warehouse, loading, and outdoor environments in varying temperatures and weather conditions**.**
- Ability to communicate professionally with donors, coworkers, volunteers, and community members.
- Commitment to workplace safety and excellent customer service.
- Interest in education, sustainability, creative reuse, or community service is a plus.

Schedule

This position works **up to 32 hours per week, primarily Wednesday through Saturday, with Tuesdays scheduled as needed based on organizational needs. Saturday availability is required.** Hours may be adjusted throughout the week based on donation volume, warehouse operations, events, and organizational needs while maintaining flexibility when possible.

Compensation & Benefits

- $16.00–$17.00 per hour, depending on experience.
- Health, dental, and vision insurance.
- Paid time off and paid holidays.
- Flexible scheduling.
- Professional development opportunities.

Employees working 32 hours per week are eligible for health insurance benefits.