



## Haven Helper

**Haven Helper Opportunity:** Haven Helper, Loader

**Department:** Thrift Store

**Reports directly to:** Store Manager, also reports to assistant manager

**Classification:** Haven Helper – non-compensated helper opportunity, part time, 1-3 shifts per week (approximately 25 hours per week)

**Haven Helper Opportunity Summary:** The role of the Loader is to verify, load, and unload items in a timely fashion. This job requires a mature faith in Jesus, resulting in a high level of excellence in the fulfillment of our mission.

The Haven of Rest Ministries is a Christian Ministry in Anderson County, SC. This nonprofit ministry is impacting our community in many positive ways and provides various Haven Helper opportunities in which to serve. We are seeking like-minded individuals with strong Christian values and lifestyle to join in our Haven Helper Team. The ideal candidate will be a flexible individual, who wants to make a difference and values life restoration over material rewards.

**Religious Qualifications:** Haven of Rest Ministries reserves the right under the Federal Law to hire individuals who share the Christian Faith and the ministries doctrinal beliefs.

Job qualifications are listed in each specific job description. The following personal requirements, however, are common to all positions at The Haven. We desire our ministry team to lead a careful, exemplary Christian lifestyle that is “above reproach” so that:

- Unbelievers will see, hear and respond positively to our leadership as we direct them toward the grace of Jesus Christ, and
- Believers will be encouraged, strengthened and desirous of emulating the godly character qualities they see in us.

As a valued employee of the Haven of Rest Ministries, Inc. it is a necessity that he or she:

- Be a born-again believer in the Lord Jesus Christ as expressed by a personal testimony and Christian conduct.
- Be a member in good standing of a recognized evangelical church.
- Have a genuine concern for the salvation of the souls and the spiritual welfare of Ministries’ clients.

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- Agree with the Doctrinal Statement of the Haven of Rest Ministries, Inc.
- Abstain from the use of illegal drugs and the abuse of alcoholic beverages, prescription and non-prescription drugs.
- Have a lifestyle that is free of sexual sin (to include pornographic materials, homosexuality, adultery, premarital sex, and fornication, etc.).
- Have high standards of personal hygiene and housekeeping relative to appearance, clothing and office area.
- Have the ability to work in harmony with other Haven of Rest Ministries valued employees.

In areas of Christian liberty, we ask you to exercise discretion with the focus of being a positive, godly role model in our community. Our message is Christ, the cross and what is clear in scripture.

### **Qualifications:**

To perform this Haven Helper opportunity successfully, an individual must be able to perform each essential duty satisfactorily. **The successful completion of a background check is required for all Haven Helper opportunities.** The requirements listed below are representative of the knowledge, skill, and or ability required.

### **Knowledge, Skills, and Personal Characteristics:**

- Organizes and maintains work environment to allow for productivity
- Strong communication and customer service skills
- Outstanding attention to detail and accuracy
- Excellent time management and organization ability
- Demonstrates willingness to undertake duties as assigned
- Possess a strong commitment to team environment while working well with others which includes treating clients, employees, and customers, with respect and dignity
- Basic knowledge of loading/stacking equipment
- Basic knowledge of unloading donations

### **Essential Job Duties and Responsibilities:**

- Consistently creates a welcoming and professional environment by assisting customers, clients, employees, etc.
- Responsible for receiving, inspecting, loading and unloading donations in a timely manner
- Responsible for assisting customers load purchased merchandise in their vehicles
- Moving merchandise around within the store as directed by the Manager or Assistant Manager
- Performs and maintains daily inspections of dock and surrounding areas for cleanliness
- Cleaning duties, consisting of sweeping, mopping and washing windows
- Records daily log sheets regarding donated items

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- Offers donation receipt to all donors
- Reports all accidents immediately
- Maintains proper channels of communication regarding condition of donated items

**Secondary Duties and Responsibilities:**

- Sorting donated clothes and goods – to sell, recycle or discard
- Placing tagged clothing on retail floor in correct location
- Process bric brac as directed by Store Manager or assistant manager
- Performs other duties as directed

**NOTE: Not all Haven Helpers perform all of the duties described above but perform a similar range of duties.**

**Physical Effort/Dexterity Requirement:**

The performance of this Haven Helper opportunity requires frequent standing for long periods of time consisting of approximately 95% of the time, as well as twisting, bending, crouching, reaching, reaching overhead, pushing, pulling, lifting and kneeling. The Loader will be expected to lift large equipment, approximately 75+ pounds without appropriate moving equipment and safety gear. The Haven Helper in this position needs to wear appropriate safety clothing and shoes. This includes lift belts, gloves, steel toe shoes etc.

**Concentration Requirement:**

The performance of this Haven Helper opportunity requires frequent safety awareness, concentration while maneuvering various items and situations throughout the store.

**Work Environment:**

The Haven Helper's work environment will be predominantly in the sorting, hanging and tagging area of the store with some time also spend on the retail floor. This environment may contain some odors, garbage and be an untidy work area. Appropriate footwear for such environments as well as appropriate clothing for varying temperatures must be worn at all times.