



## Position Description MOVER

**Part-time available:** Monday-Saturday, 8:00 a.m. – 4:00 p.m., 3-4 days/shifts per week.

**Summary:**

This position is responsible for moving, loading, unloading and set-up of furniture and household goods during client deliveries and pick-ups of donated furniture.

**Essential Duties and Responsibilities:**

- Lift, carry, and load furniture weighing up to 100 pounds, onto box trucks for transport to and from donor and client locations, including up and down stairs.
- Deliver and set-up furniture inside client homes, as required/requested within committed time frames including but not limited to bed frames, mattresses, box springs, dressers, tables, chairs, sofas and lamps.
- Respond to inquiries and requests from donors, clients, customers and community partners in a knowledgeable and professional manner. Provide problem-solving solutions when necessary.
- Collect furniture from residential, individual and/or commercial/institutional client and donor homes and facilities.
- Follows established furniture donation policies and procedures at all times.
- Demonstrate the ability to protect all donated furniture from damage through established best practices.
- Pack and unpack items in an organized and efficient manner in preparation for sale or donation.

**Qualifications:**

- High School Diploma, GED or equivalent education required.
- Physical ability to frequently lift and/or move up to 100 pounds on a regular basis and operate moving equipment.
- Excellent communication and customer service skills required.
- Ability to work independently and/or with a team, exercise good judgment and sound decision-making required.

**Competencies:**

- Ethical Conduct
- Decision-Making/Problem-Solving
- Customer Service
- Communication Proficiency

**Physical Demands:**

While performing the functions of this job, the employee is regularly required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms; frequently required to climb or balance, talk or hear; and occasionally required to stoop, kneel, crouch, or crawl. The employee must be able to walk forward, backward, side to side, and/or up and down stairs while carrying furniture. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

**Work Environment:**

While performing the functions of this job, the employee is *regularly* exposed to work near moving parts, outdoor weather conditions including extreme heat or cold weather. The noise level in the work environment is usually moderate.

**Position Type/Expected Hours of Work:** This position operates during standard business hours with flexibility for early morning, evening and/or weekends to best meet donor needs.

**Other Duties:** Please note that 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 due to organization needs.

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Employee signature below constitutes an understanding of the requirements, essential functions, and duties of the position.

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

**Classification:** Non-Exempt

**Reports To:** Operations Supervisor

**Date:** Effective 06/23/2017

6/2017