

OPERATION Breakthrough

3039 Troost • Kansas City, MO 64109 • operationbreakthrough.org

Operation Breakthrough, Inc. is an equal opportunity/affirmative action employer and encourages applications from all qualified individuals including women, people of color, persons with disabilities, and lesbian, gay, bisexual, and transgender individuals. If you are interested in a career with Operation Breakthrough, Inc., please review our current job opening below.

DONATION SPECIALIST

QUALIFICATIONS:

- HS Diploma or equivalent
- Experience in social and family services
- Basic typing skills in use of Google documents and email
- Ability to move and lift objects up to 40 pounds
- Pass a background and drug screening
- TB Test and physical required
- Strong customer services skills
- Strong communication skills
- Attention to detail
- Excellent time management skills

ESSENTIAL JOB FUNCTIONS

- Monitor the Parent Resource Room to ensure a clean, welcoming, and productive environment.
- Assist with emergency services as needed as part of the Family Advocate team, providing food pantry, clothing and other needed items to families.
- Lead and monitor the receiving and sorting of donations. Be available and responsive to donations received at Operation Breakthrough, by greeting donors thankfully, and sorting and moving donations to appropriate place. Return phone calls in a timely fashion, and if needed coordinate the retrieval of donated items with volunteers and staff.
- Assist with managing food pantry as needed by stocking food pick-ups and donations, in addition to, supporting food pantry staff.
- Ensure the organization of the Home Goods Store, Clothing Closet, Reading Park, Book shelves and storage spaces.

ESSENTIAL JOB FUNCTIONS

Primarily indoors but not exclusively. Involves moving boxes, bags, and other donation items.

Reports to: Family Engagement Coordinator

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of an employee.

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