

JOB POSTING

**The Florida United Methodist Children's Home
Is currently seeking applicants for the following position**

Field Representative-Thrift Store

We are a faith-based organization, creating an atmosphere which enables children and families with special needs to experience God's love and care as presented in the life and ministry of Jesus Christ.

SUMMARY

The Field Representative is the contact person with the donor in accepting and transporting non-cash gifts. In addition, this employee assists in the operation of the Resale Shop, as needed.

EDUCATION AND/OR EXPERIENCE

High School Diploma or GED equivalent and at least two years related experience is required. A Class E (or higher) driver's license is required to drive assigned vehicle (s).

QUALIFICATIONS

- Must have a valid Florida Driver License.
- Must have the ability to read and interpret documents such as maps, safety rules, operating and maintenance instructions and procedural manuals; ability to write routine reports and correspondence; ability to speak effectively with individuals and small groups.
- Must have the knowledge, skills, and abilities to create and generate interest in the Florida United Methodist Children's Home and its programs.
- Must have the ability to speak effectively and to communicate in a clear and concise manner.
- Must have the ability to maintain accurate records and prepare necessary reports.
- Must have the ability to establish and maintain effective working relationships with staff members and the public.
- Must have the ability to plan and organize work and meet deadlines.
- Must have a flexible schedule to include weekend shifts.
- Have sensitivity to the service population's cultural and socioeconomic characteristics

PRIMARY DUTIES AND RESPONSIBILITIES

- Familiar with the entire process of non-cash gifts to include picking up and transporting donated items, issuing non-cash receipts to donors, and assisting with incoming calls in regards to scheduling local non-cash pickups or deliveries, making sure to use strong communication skills.
- Assures that the proper maintenance is performed on all assigned vehicles and equipment including the appearance and care of vehicles and equipment in keeping with the Florida United Methodist Children's Home standards. Maintains vehicle log for mileage and gas usage.
- Transports items of need from one program to another, as applicable, and assures that all safety precautions are taken when transporting items.
- Creates delivery and pickup routes on a daily basis using established standards.

If you are interested in the above position, please submit a resume via email to jobs@fumch.org, or fax it to (386) 668-3363, Attn: Human Resources

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- Assists Management in any additional duties as needed to include upkeep of the building and grounds, receive, store, repair, clean, and price items to be sold, and administrative duties.
- Represents the Florida United Methodist Children's Home in a positive manner to donors, customers, and the general public and provides exceptional customer service.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

The Florida United Methodist Children's Home does not discriminate on the basis of race, color, creed, national origin, sex, religion, age, disability, veteran status, marital status, or any other status protected by law except where such protected category is a bona fide occupational qualification (BFOQ), to the extent that someone's needs can be addressed and cared for within the scope of program services with the financial resources of the agency. FUMCH makes services accessible and available for persons with communication challenges. Equal Opportunity Employer, Drug Free Workplace. All applicants must be able to pass a Federal background screen, drug screen, and driving screen.

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