



DOING THE MOST GOOD

POSITION DESCRIPTION & ASSIGNMENTS

Thank you for choosing to serve at The Salvation Army Family Store. Your help will benefit the operation of the Family Store and the services that The Salvation Army provides.

Position Title: Family Store Community Service & Volunteer worker

Reports To: Mr. Leslie V. Jones, Store Manager/ or designate

Location: The Salvation Army Family Store
1312 North Millwood Avenue
Columbia, SC 29204

Position Summary:

There are five main areas that you may be assigned to participate: A brief training in each area will be provided by trained staff prior to your starting. Your assignment will be based on needs of that day and number of participants. Your request to work in a given area will be considered if possible. Community Service workers must provide: Assigning group or agency, number of hours to be completed and schedule dates to participate.

1. Hanging of sorted items & moving items to sales floor for display
2. Sorting incoming contributed items
3. Pricing within a set system of items
4. Work on sales floor to help with rotations and cleaning
5. Loading & unloading of contributed items or sold items

Position Assignments may require:

- Lifting up to 25 pounds (only if physically able)
- Working in a warehouse environment (affected by weather conditions)
- Standing to do job task
- Working with others (donors, customers, staff, & other volunteers)

Request of all workers: For the safety and security of all participants

- Worker must be respectful of Family Store supervisor(s), staff, volunteers, and customers.
- No cell phones should be used during task assignments
- No head phones, radios, iPods during task assignments
- No horseplay or roughhousing
- NO PURCHASES are allowed from the warehouse section. Items must be on the sales floor. Community service workers are not allowed to make purchases during work hours.
- No valuables are to be brought with you. Please secure these in your vehicle or leave them at home. The Salvation Army cannot be responsible for misplaced items.

Dress Code

Dress comfortably. You will be active. Work attire is suggested, and jeans are appropriate. No open toe shoes are allowed or suggestive or revealing clothing. If you agree to the above criteria please sign and date below.

THANK YOU FOR YOUR HELP! You are helping The Salvation Army in “Doing the Most Good”!

_____ Date _____

FIRST SHIFT: DATE: _____ TIME IN: _____

NOTES: _____



Volunteer Form and Waiver

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Email: _____

School/Organization: _____

Emergency Contact Information

Name: _____

Phone Number: _____

Acknowledgement and Release Statement

“I have voluntarily agreed to perform community service at The Salvation Army. I acknowledge that such work is to be performed by me without compensation of any kind financial or otherwise.

I agree on behalf of myself, my family, heirs and dependents, to release and save harmless The Salvation Army from any liability for any loss, injury, or damage suffered by me during or in connection with such work. I also understand that, should my work performance be found unsatisfactory, my opportunity of fulfilling community service hours can be terminated and this fact will be communicated to the referring agency or person responsible for this opportunity.”

I understand that photographs may be taken during my service. These photographs belong to The Salvation Army and are allowed to be reproduced for promotional materials and published on the Web site.”

Volunteer Signature: _____ Date: _____

Parent Signature: _____ Date: _____

(If under 18)