

Manager of Rummage Sorting Room
Job Description
First Presbyterian Church of Lake Forest
700 North Sheridan Road
Lake Forest, IL 60045
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www.firstchurchlf.org

Presbyterian Women seeks a highly organized & caring individual to manage the day to day operations of our Rummage Sorting Room. The candidate should be a "people person" with exceptional interpersonal and phone skills, who is able to manage a variety of situations and make quick, yet thoughtful, judgments. The ideal candidate will be able to multi-task effortlessly. Ordinary hours of operation are Monday and Thursday from 8:45 am - 12:00 pm. The sorting room is closed when the church building is closed. A background check is required.

General Duties:

- Open the Rummage Sorting Room every Monday and Thursday (approximate time 8:45am until 12:00 noon)
- Supervise the Rummage sorting activities
- Maintain the Rummage Room policies for donors and sorters
- Respond to all pick-up requests
- Check Rummage mailbox
- Maintain Rummage Room supplies

An employment application may be found at the link on the web site or at the church office