



**MISSION THRIFT STORE
CRANBROOK, B.C.**

**DELIVERY AND RECEIVING ASSOCIATE
(Part-Time)**

JOB POSTING

BFM Foundation Canada is a national Christian organization with over 50 Mission Thrift Stores across the country. The net revenue from all Mission Thrift Stores is devoted to the Joint Ministry of BFM Foundation Canada and Bible League Canada (BLC). These funds are used to establish adult and children's literacy programs, church planter training, and distribute Bibles in many places around the world. The stores are operated primarily by dedicated volunteers.

WHY WORK HERE

You have a passion for thrift. You are motivated, looking for a role with a purpose, and have a desire to make a difference in your local community. You want to serve through retail and recycling. You want to further your career in retail. You like to have fun at work.

PURPOSE OF THE POSITION

The **Delivery and Receiving Associate** position plays a vital role in the effective operation of Mission Thrift Store Cranbrook by overseeing the transportation of refuse and recycling to the transfer station daily, while also supporting the back processing workroom and operations to ensure that donations are effectively prepared for the sales floor. This role has primary responsibility for driving and coordinating the store truck to complete removal of all waste and recycling, donation pick-ups and deliveries, and secondary responsibility for assisting in key receiving functions.

This part-time position ensures that waste and recycling are safely and efficiently processed, transported, and received for disposal at the local transfer station. The position will also include scheduled pick-ups and deliveries as required in the local community. In collaboration with the coordinated efforts of staff and volunteers, this person plays a key role in maximizing backroom flow efficiency from collection to removal of all non-useable products. The **Delivery and Receiving Associate** requires skills in safe vehicle operation, inventory control, warehouse organization, and separation of duties, as well as the promotion of health, safety, and cleanliness throughout the store. Working closely with the Warehouse Production Supervisor, this position helps ensure that incoming goods move efficiently from Receiving and Production to the sales floor. This role also requires an understanding of thrift store customers, and the ability to motivate and guide volunteers to support efficient production and deliver exceptional service.

The **Delivery and Receiving Associate** reports to and works in partnership with the **Warehouse Production Supervisor** and the **Store Manager**.

HOW YOU WILL CONTRIBUTE

- Operate the Mission Thrift Store truck to complete scheduled donation pick-ups and deliveries, as well as the daily collection and transportation of recycling and refuse to the local transfer station, all while ensuring safe driving practices, compliance with traffic regulations, and proper loading and securing of donations.
- Plan and coordinate efficient pick-up and delivery routes to transport furniture and large donations between donors/customers and the store.
- Represent Mission Thrift Store politely and professionally when interacting with donors/customers during pick-ups/deliveries and in the store, providing excellent customer service and supporting the store's community relationships.
- Address and resolve donor/customer concerns promptly and courteously.
- Receive, assess, and process donations, ensuring that items are safely handled, evaluated for quality, and prepared for retail sale.
- Load, unload, and transport large or heavy items, using proper lifting techniques and equipment such as dollies, straps, and hand trucks.
- Support the safe and efficient movement of donations from Receiving to the sales floor, helping to ensure a consistent flow of merchandise for customers.
- Assist production and processing activities in the back workroom, including sorting, evaluating, and preparing donated goods for retail display.
- Maintain organized and efficient Receiving and Production areas, supporting inventory flow, cleanliness, and safety standards.
- Promote a safe and organized work environment, ensuring adherence to health and safety standards in all production, receiving, and transportation activities.
- Assist the Production Supervisor and Store Manager with operational priorities, contributing to productivity, customer service, and the overall mission of Mission Thrift Store.

QUALIFICATIONS

Education and Certifications

- Valid Class 5 British Columbia Driver License is required, with a clean record and the ability to meet Mission Thrift Store insurance requirements for operating company vehicles.
- High School Diploma or equivalent is required.

Experience

- Demonstrated experience driving delivery trucks or larger vehicles is strongly preferred, however is not mandatory.

Skills

- Demonstrated ability to operate a truck safely and responsibly, including adherence to traffic regulations, safe driving practices, and proper loading and securing of donated goods.
- Ability to safely lift, move, and transport large or heavy furniture items, with knowledge of safe lifting techniques and equipment use (e.g., dollies, straps, hand trucks).
- Ability to prioritize and move goods within a high-volume warehouse and retail environment.
- Understanding product movement in a warehouse environment.
- Ability to work safely and efficiently within a fast-paced and high-traffic environment.
- Strong understanding of Health and Safety standards, with a commitment to maintaining a safe, organized, and clean work environment.

- Strong organizational and time management skills, with the ability to coordinate logistics, plan efficient travel routes for donation pick-ups and deliveries, and prioritize tasks effectively.
- Ability to supervise, train, and motivate volunteers and team members.
- Strong communication and interpersonal skills, including verbal, written, and active listening.
- Excellent customer service skills, with a professional and positive attitude toward customers, donors, and team members.
- Analytical, problem-solving, and decision-making skills.
- High attention to detail and organization.

WORKING CONDITIONS

- This position is performed in a combination of indoor/outdoor warehouse environments, including while donation receiving, loading and unloading items, and operating the store truck in varying weather conditions.
- This position requires regular periods of driving to complete scheduled donation pick-ups and deliveries within the surrounding service area.
- Lifting, carrying, pulling, and pushing goods weighing up to 50 pounds.
- Frequent standing, walking, reaching, bending, and crouching/squatting to the floor.
- Extensive work interfacing with people.
- Potential for conflict with people internally or externally that may be unforeseen.
- Combination of natural light and fluorescent/LED lighting.
- Sitting for long periods of time in a vehicle or at a computer.
- Must be able to work a flexible schedule that includes occasional evenings and Saturdays.

COMPENSATION EXPECTATIONS

Starting wage will be **\$20.00 per hour**. A three-month Probationary Period will be required.

APPLY TODAY!

Please submit your **cover letter and resume** by **July 7th, 2026**, to the Hiring Committee via **ALL** of the following contacts:

- cranbrook@missionthriftstore.com
- cranbrook_board@missionthriftstore.com
- chris_kohli@missionthriftstore.com

We look forward to hearing from you and are sincerely grateful for all applications submitted for this opportunity. We will contact you if you are selected for the next stage in the application process.

Mission Thrift Store welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in the interview process.