

**Operations Assistant**  
WomanHaven, A Center for Family Solutions

Hourly rate: \$11.00  
Job Type: Full Time

**Hiring Requirements:**

Must possess a valid California driver's license/minimum vehicle insurance required by law and maintained throughout the duration of employment. Please note: Upon job offering a current California driver's license and a driving record acceptable to the Agency's insurance carrier is required.

No Driver can have any of the following in the last three years:

- i. More than 3 moving violations or 2 accidents.
- ii. No suspension or revocation of license
- iii. No single violation involving reckless driving, driving under the influence, racing or fleeing an officer or accident.

Pre-employment drug testing, FBI criminal background check and education/degree verification required. Reliable transportation while on duty is required.

**Summary:**

Summary: Under the direction of the Store Manager and the System Administrator, the operations assistant will be assigned to perform different duties at various locations that include: Shelters, Center, T-Houses, Thrift Store and other areas as deemed necessary.

**Duties:**

**Maintenance & Operations Duties:**

Maintains and repairs physical structures of three (3) shelters, 7 unit apartment building and maintains grounds. Maintain and update vehicle driving records and vehicle maintenance for safe operation.

**T-Store Operations Duties:**

Greet donors, accept donations, obtain donor information and distribute receipts. Maintain good donor relationships. Sort, distribute, store and retrieve donated merchandise following established guidelines. Maximize profitability of donations by repairing, cleaning, displaying and moving the donated merchandise. Assist with large donation pick-up and distribution. Move heavy boxes and furniture, remove trash from store.

Job requires heavy lifting, use of ladders and step-stools, and knowledge of basic mechanical skills and tools.

**Shift:**

Monday -Friday 8 a.m.-5:00 p.m. Evening and weekend work may be required.

**Education**

High school diploma or General education degree (GED) and two or more years related experience and/or training.