

Clothing Program Assistant

Job Type: Full-time, 40 hours, non-exempt

Salary: \$20 per hour plus excellent employer-paid benefits and leave package. Staff are paid monthly.

Who we are: SnowCap is a nonprofit helping agency. Our mission is to help our neighbors in need with food, clothing and other basic necessities in east Multnomah County. We carry out this mission with the help of hundreds of volunteers, led by a small staff of caring people like you. We help thousands of people each month and treat each client, and each other with compassion, dignity, and respect.

The position: The Clothing Program Assistant is a key player on the SnowCap team. This physically active position is supervised by the Clothing Program Coordinator under the direction of our Executive Director, and helps keep SnowCap's clothing program and other SnowCap operations running smoothly and safely with a positive attitude. Some evening work is required. Driving, use of pallet jacks, lifting and bending, walking and standing the majority of shift are required. Must be able to lift 60lbs pounds repetitively and work in cold and/or outdoor environments. A good driving record and valid Oregon license are required. All SnowCap employees must pass criminal background checks. Excellent and cheerful customer service skills are needed. Flexibility and managing frequent interruptions is essential.

Workweek: This is a 40 hour work week Monday/Tuesday/Thursday/Friday from 9am to 5pm and Wednesdays 12pm-8pm. Occasionally, circumstances require flexibility in these days and hours.

Location: Position primarily (roughly 75%) is at clothing location in Gresham, with some work at our Rockwood pantry location and in the community.

Examples of principle duties under the direction of the Clothing Coordinator and Executive Director include:

Keeps the busy clothing sorting and processing area stocked, tidy and moves/rotates pallets in the clothing warehouse using a pallet jack

Works with volunteers and independently to process, sort and stock clothing donations for distribution

Helps communicate daily clothing distribution guidelines, sorting procedures and goals to volunteers

Supports and facilitates individual and group volunteer activities with volunteers of all ages, genders, nationalities, abilities and beliefs

Follows procedures regarding safety, working with volunteers and inventory controls

Cleans restrooms, keep floors free of debris and tidy work and public areas. Follows regular cleaning schedule followed closely

Supports pantry and warehouse operations during pantry services on Wednesday evenings

Uses client database when needed

Adheres to USDA and Oregon Food Bank guidelines and practices

Helps with special events

Cheerfully accept other tasks as directed

Required Qualifications:

- Reliable transportation, good driving record and valid driver's license
- Ability to lift 60lbs regularly, bend, push/pull, stand majority of shift on concrete floor
- Experience with or willingness to learn how to use a variety of warehouse equipment such as forklifts and pallet jacks
- Ability to take direction cheerfully and work in an environment with frequent interruptions
- Strong work ethic, consistent on-time reliable attendance and ability to work with minimal supervision after training
- Passion for working alongside our dedicated volunteer teams of elders, youth and people from all backgrounds and abilities
- Commitment to SnowCap's mission to feed and clothe our neighbors in need

Experience:

Minimum two years of work experience in social services, retail, warehouse or other environment working directly with others.

Benefits:

- Excellent 100% employer paid health and dental coverage with no deductible and low copays.

- Paid Leave-16 days vacation to start, increases by length of employment up to 26 days per year
- 13 paid holidays per year
- 12 sick days per year
- Employer paid retirement contribution of 5% of your salary after 6 months of employment (you may contribute more if you would like).
- Employer paid life insurance

To Apply: Please email resume to kirsten@snowcap.org (2 pages maximum please). Be sure to include why you are a good fit for SnowCap. Application materials received prior to Friday, May 8th, 2026 at 5pm will be considered.

Pre-employment criminal background check required prior to starting work.

We are an Equal Opportunity Employer- Women, people of color, immigrants, LBGTQ+ folks, and those with lived experience of hunger, are strongly encouraged to apply!

No phone calls