

WOMEN'S CENTER
Thrift Store Team Member

PROGRAM: Thrift Store
LOCATION: Thrift Store/Women's Center Building
SUPERVISED BY: Thrift Store Manager
CLASSIFICATION: Hourly/Non-exempt
SUMMARY: Sort, organize and tag donations; work register; at times, open and close thrift store; provide courteous customer service and assistance to donors under the direction of the Thrift Store Manager/Assistant Manager. Schedule is flexible and may change weekly. May be required to work weekends.

KEY RESPONSIBILITIES

1. Follow a system to ensure all items are rotated, and recycled in a timely manner.
2. Work with other store personnel and volunteers.
3. Tag and price donations.
4. Organize merchandise displays as needed.
5. Maintain store in orderly and professional fashion.

OTHER RESPONSIBILITIES

1. Maintain operations and communicate with supervisor any issues.
2. Operate the cash register and prepare daily deposits.
3. Provide quality service to customers and clients.
4. Perform all other related tasks or duties as assigned.
5. Work in a safe manner being aware of personal safety and the safety of others.
6. Responsible for observing safety, health and sanitation codes.
7. Follow established Women's Center policies and procedures.

EDUCATION/TRAINING REQUIREMENTS:

High School Graduate or GED.
Experience in retail sales.
Experience working a cash register.

This position is required to:

1. Consent to a Criminal Background Check.
2. Must have a bank account for direct deposit of paychecks.
3. Ability to lift up to 50 pounds.

Employee Name

Employee Signature and Date

Supervisor Name

Supervisor Signature and Date