

Thrift Store Clerk

FLSA Classification and Employment Status

Non-Exempt, Part-time

Reports to

Thrift Store Manager

Date

Created: 12/2019 Last Revised: 7/2020

Schedule

Varies; may include weekends.

JOB DESCRIPTION

Summary/objective

The Thrift Store Clerk provides assistance to customers, price goods, and process merchandise in the donation center (indoor and outdoor), stock shelves and maintain the organization and cleanliness of the store.

Essential functions

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

- Maintain daily Thrift Shop operations as indicated in Thrift Store policies and procedures.
- Follows open and close procedures and processes for the Thrift Shop.
- Runs the cash register, including balancing cash with receipts at end of day.
- Assists with weekly silent auction displays and events.
- Sort, price, stage and display donated merchandise for sell.
- Accept donations graciously and provides donors with tax receipts
- Provide support to the Facilities Manager and Thrift Store Manager with the accepting, processing and sale of donated items.
- Provides support to shelter residents as needed and appropriate as they access donated items for basic needs and relocation purposes.
- Assist Facilities Manager and Thrift Store Manager with client relocation needs.
- Communicate effectively with other members of the HLFCC team in order to ensure the most up-to-date information and appropriate follow-up for clients.
- Collaborate effectively with other HLFCC programs and outside agencies to ensure quality survivor-centered service delivery.
- Participate in training as recommended by supervisor.
- Attend supervision, program, and agency staff meetings as assigned.

Required Education, Experience and Competencies

- High school diploma or equivalent
- Ability to lift 50 pounds
- Understanding of basic retail principles and good math skills
- Excellent interpersonal skills and ability to function as a part of a team and work in collaboration with others.
- Ability to provide culturally competent services and work with diverse staff and clientele in an empathetic and non-judgmental manner.

Supervisory responsibilities

Not applicable

Additional eligibility requirements

- Must pass background check
- Ability to work in the United States

Affirmative Action/EEO statement

Highland Lakes Family Crisis Center is proud to be an equal opportunity employer. We do not discriminate with regard to race, color, religion or belief, national, social or ethnic origin, sex, age, physical, mental or sensory disability, HIV status, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status.

Other duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures

This job description has been approved by:

Manager _____ Date _____

Executive Director _____ Date _____

Employee signature below indicates the employee’s understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____