



THRIFT STORE ASSISTANT

Job Description

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| Title: Thrift Store Assistant | Employee Status: <input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Regular |
| Reports to: Thrift Store Assistant Manager | # Hrs. Worked: 12-15 hours Saturdays & TBD 9:00 AM-5 PM |
| Starting Wage: \$15.50 per hour | <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt |

Purpose:

To assist in the daily operations of the Ukiah Senior Center Thrift Store.

Duties and Responsibilities:

- I. **Store Operations**
 - a. Supports Thrift Store Assistant Manager in daily activities and special events.
 - b. Acts as cashier when there is not a volunteer assigned.
 - c. Assists volunteers on using cash register and processing/displaying donations.
 - d. Oversees Thrift Store's daily operations when Thrift Store Assistant Manager is not onsite.
 - e. Ensures that cash box is safeguarded and balanced out when Thrift Store Assistant Manager is not onsite.
 - f. Ensures that Thrift Store is maintained and displayed in a clean and orderly manner.
 - g. Be an excellent example of customer service at all times.

- II. **Donation Acquisitions**
 - a. Assists in scheduling appointments for donation drop off and pick up.
 - b. Assists in processing of donations from the community.
 - c. Ensures that all donors are provided with appropriate receipts for donated goods.
 - d. Assists Thrift Store Assistant Manager with appropriate handling and pricing of donated items.

Job Qualifications:

- I. Must have a High School Diploma or equivalent.
- II. Organizational skills with the ability to multi-task.
- III. Excellent interpersonal and customer service skills.
- IV. Must be able to lift weight up to 25 lbs., bend in limited spaces and stand for prolonged periods of time.

Education and Experience:

- I. High School degree or equivalent.
- II. At least one (1) year of retail experience.

Physical Requirements:

- I. Ability to lift 25 lbs.