

TITLE: Cashier/Warehouse-person - Thrift Store (Part-time 20-30 per week)

PROGRAM: THRIFT STORE

PRIMARY FUNCTION/PURPOSE

Perform cashiering, general housekeeping and warehouse operation duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Cashiering:

- Assist with cashing duties as needed
- Operate multi-category cash register
- Answer incoming telephone calls as needed
- Keep work areas clean and clutter free
- Assist in keeping store area clean, safe and organized
- Uphold store policy with courtesy and customer service
- Other duties as assigned by Store Manager

General Housekeeping:

- Clean and dry-mop floors in store and warehouse areas
- Maintain cleanliness of employee restroom areas
- Empty trash cans & take out trash
- Vacuum carpeted areas - change vacuum cleaner bags as needed
- Clean glass doors, counters and room windows
- Dust clothing racks, display cases/tables and shelves
- Straighten out items on shelves in store and warehouse areas

Warehouse Area:

- Receive incoming donations brought to Thrift Store by donors
 - issue donors receipt for donations
 - assist donor unload donated items
- Assist in warehouse area:
 - Check bags and boxes for clothing, glass and household items, toys books and games when unloading & place items on proper tables or designated areas
 - Avoid stacking of items, passageway clutter, and blockage of exits
 - Sort through donations & do what is required to put out merchandise on sales floor. (Ex. Clean ensure working, all items must be in good sellable condition)
 - Sorting donated clothes, hanging on hangers, put clothes out on sales floor
 - Always keep a clean area before and after all shifts, including kitchen area
- Assist in organizing store and warehouse:

- Sorting, repairing, and checking donated items for safety, quality and condition
- Moving, arranging, and stocking display stands
- Stock store shelves with items that are have been made ready
- Check all donated electrical items/appliances to be sure they are in working condition

GENERAL EXPECTATIONS

- Perform all duties and responsibilities in a conscientious and timely manner
- Report to work on time
- Be sensitive to persons of diverse ethnic backgrounds, cultures and communities
- Keep store clean and safe for customers and staff; report unsafe conditions to Manager
- Perform other duties as assigned by Manager
- Responsible for own personal safety, your co-workers, and others that might enter your work area

REQUIREMENTS

- High school diploma or equivalent
- Basic knowledge of safety codes and regulations
- Favorable background check
- Drivers license with good driving record
- TB skin test annually
- Willingness and ability to work effectively with others
- Ability to lift at least 25 pounds without strain
- Perform all other duties as assigned by Manager
- Attend occasional training on off hours or days

DESCRIPTION OF WORKING ENVIRONMENT

Working in The Children's Shelter Thrift Store; in a fast paced atmosphere. Available to work a shift currently Tuesday-Saturday, as needed. Must be Flexible to work any day of the week as needed when store extends its days and hours.

ORGANIZATIONAL RELATIONSHIP/REPORTING RELATIONSHIP

Supervised by: Store Manager

Candidate/Incumbent:

Print _____ Sign _____ Date _____

Supervisor/Reviewer:

Print _____ Sign _____ Date _____

