



WHEAT



Community Connections

A Direct Service of United Way of Tri-County

THRIFT STORE SALES ASSOCIATE

GENERAL STATEMENT OF DUTIES:

General knowledge of retail, with a basic understanding of how to balance raising income for a non-profit while also understanding our mission.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Other duties may be assigned):

- Oversee and manage volunteers; assign job tasks; keep busy.
- Oversee Pick-up and Delivery Schedule for donated and sold items.
- Oversee and manage Drivers.
- Ensure all policies and procedures are being followed by volunteers, drivers, and customers.
- Handle all sales including cash and charge receipts in register
- Greet and assist customers and clients.
- Assist with walk-in donations by bringing them to the proper storage locations
- Check donations for acceptance or rejection.
- Sort out donations and prepare items to be displayed at the store.
- Make sure merchandise is clean and organized.
- Make seasonal decision when it comes to items in need of being displayed.
- Keep store neat and clean at all times.
- Cash out register and deliver daily sales to the bank, picking up bag from bank as needed.
- Close and safely secure store during your shifts.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES:

Friendly based personality, willingness to learn, able to lift 20 to 60 pounds, bilingual skills a plus but not needed (Spanish and English), able to work with minimal supervision, able to read and write English.

ACCEPTABLE KNOWLEDGE, SKILLS, ABILITIES:

Bilingual (Spanish a plus); 1 year of retail, non-profit, or service industry experience; sense of fashion/brand names; high energy; organized; and ability to think on your feet; proactive and internally motivated.