



JOB DESCRIPTION		
Position Title: Thrift Store Associate - Donations		
Employment Status: Part -Time	FLSA Status: Non-Exempt	Effective Date: May 15, 2020

Thrift Store Associate - Donations Responsibilities Include:

- Assisting Clothes Less Traveled receive donations, sort donations and deliver to the Sort teams
- Confirming the Sort teams receive product promptly and recycled product is removed promptly
- Delivers excellent customer service to the donors
- Works well with the volunteers

Job Summary

We are looking for a responsible Thrift Store Associate. Your job will be extremely important in providing a caring, well-run thrift shop where donors, volunteers, shoppers, and employees feel welcome and appreciated and proceeds are re-invested back into the community. The position will have the highest standards for ensuring the donors are met with a smile and leave with a thank you.

The ideal candidate will work well in a teamwork environment.

Ultimately, the duties of the Thrift Store Associate Donations are to make sure Clothes Less Traveled operates effectively, and we provide a great experience for the staff, volunteers, donors, and customers.

Responsibilities

- Ensure daily dock goals, projects and needs are accomplished through direction given through Assistant Manager – Intake
- Provide assistance to donors bringing items to the store and provide donation receipt along with superior customer service
- Work with volunteers and staff for dock coverage throughout the day to include lunches and breaks
- Train and work with any community service workers regarding assignments in the dock area
- Ensure all equipment is accessible and stored in accordance with safety guidelines
- Ensure proper allocation of donations to assigned areas: Electronics, Books, Toys, Clothing, Furniture, and all Non-Clothing Donations
- Ensure daily cleaning of dock and store as defined by Assistant Manager – Intake
- Collection of shop trash and dumpster usage
- Cardboard box collection and disposal

Requirements

Ability to withstand inclement weather, rain, snow, heat, cold

Ability to exhibit proper lifting techniques

Patience during the fast pace of the donation drop off

Strict adherence to safety requirements

Focus Areas:

- Dock
- Sort Area
- Patio Area
- Recycling
- PODS

Overall Expectations:

- Manage dock area to optimize and ensure efficient receipt of donor goods
- Distribute donor goods to stations in a timely manner focusing on store enhancement and revenue generation

Physical Demands and Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle or feel objects, tools, or controls. The employee is required to stand; walk; sit; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is usually low to moderate.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves and others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.