



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

Thrift Store Associate – Books and Media Responsibilities Include:

- Develop the look and feel of a small bookstore within the Clothes Less Traveled
- Recognize the rare books presented to CLT for and price accordingly
- Identify the volunteer staff that share the passion for books, media and music and engage their talent

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

- Processing incoming donations of books and media for sales floor, recycling, and re-donation
- Merchandising and filling product shelves and racks
- Work with staff and volunteers to ensure pricing follows established guidelines
- Ability to train and work with volunteers within the department
- Maintain organization and cleanliness of work area
- Ability to stand for prolonged periods of time
- Ability to lift 50 pounds using proper lifting techniques
- Ability to cross train in all areas of the store

Requirements

Ability to deliver excellent customer service to the customers who come to the “bookstore”

Develop relationships with customers to encourage repeat business and positive word of mouth

A passion for books, media, and music

Strict adherence to safety requirements

Focus Areas:

- Dock
- Book area
- Book storage area

Overall Expectations:

- Manage the books with respect and passion
- Continually search for ways to enhance the book area

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.