



## **Job Title: Thrift Store/Retail Training Position**

***THIS IS A FULL-TIME (40 HOURS WEEKLY) 6 MONTH ADULT TRAINING PROGRAM PAYING \$15 HOURLY.***

**Must be available to work 2 Saturdays a month; always off on Sundays.**

### **SUMMARY**

The Thrift Store/Retail Trainee will learn all aspects of working in retail with an emphasis on a non-profit enterprise. This will include receiving, sorting and pricing donations, merchandising, and cashiering. The trainee will interface with the public and will need to use and development excellent customer service skills. In addition, the trainee will learn the importance of keeping the warehouse clean and safe, cashiering, and working with the sales manager to keep fresh product moving to the sales floor.

### **TRAINING**

- Customer service
- Time management
- Organization
- Cleaning / tidying
- Teamwork
- Donation Merchandise Process: receiving, sorting, hanging, pricing, merchandising
- Cashiering

### **ESSENTIAL RESPONSIBILITIES AND DUTIES**

Work as part of a team with community service workers, volunteers, client helpers, and sales team to allow for the following:

- Greet donors and receive their donations
- Maintain efficient process for sorting all donations
- Effective method of sorting to sell quality and recycle less quality donations
- Assist with merchandising on the sales floor
- Cashiering
- Assist in creating and maintaining a friendly and engaging atmosphere.
- Help ensure the warehouse & thrift store is kept clean and free of clutter and various hazards.
- Assist with pricing and tagging of merchandise
- Other duties as assigned by supervisor

**SKILLS**

- Ability to prioritize and multi-task
- Ability to work with a diverse group of people
- Ability to train, observe, and tactfully hold others accountable
- Ability to stand and move around the duration of the day
- Ability to work in sometimes cold and hot environments
- Ability to be around dust
- Ability to lift objects at times up to 25 lbs

**\*MUST PASS BACKGROUND CHECK (CASE BY CASE BASIS) & DRUG SCREEN\***

*We are an Equal Employment Opportunity employer committed to providing equal opportunity in all our employment practices, including selection, hiring, assignment, re-assignment, promotion, transfer, compensation, discipline, and termination. The Place prohibits discrimination, harassment, and retaliation in employment based on race; color; religion; national origin; sex (including same sex); pregnancy, childbirth, or related medical conditions; genetic information; age; disability or handicap; citizenship status; service member status; or any other category protected by federal, state, or local law. Violation of this policy will result in disciplinary action, up to and including immediate termination.*

Name: (print) \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_