



*In Partnership  
With*



## **Ric Rack/ The Place of Dawson Thrift Store**

**Position: Donation Specialist (Retail Associate)**

**Classification: Full Time, \$12 hourly with benefits, Tuesday-Saturday, 9:30am-5:30pm**

**Reports To: Thrift Store Manager**

### **Position Summary:**

*As a key role in the successful operation of the thrift store, the Donation Specialist is responsible for creating and maintaining an atmosphere that engages and encourages volunteers and community service workers to work diligently and efficiently. This will include sorting and pricing donations, assist with keeping the warehouse clean and safe, cashiering, and working with the sales manager to keep fresh product moving to the sales floor.*

### **Responsibilities & 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
- cashier
- 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

### **Qualifications and Experience:**

- 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 heavier than 50lbs.
- Possess an appreciation for all races, religions, sexual orientations, and backgrounds.
- Possess a non-judgmental attitude towards people of lower socio-economic means, criminal histories, and any other personal differences.

### **Must pass background check & drug screen.**

**DISCLAIMER:** *This is not necessarily an exhaustive list of all responsibilities, duties, skills, efforts, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned.*