



COMMUNITY ASSISTANCE CENTER
Serving Montgomery County

Community Assistance Center (CAC) Job Description

TITLE: Unique Resale Associate
CLASS: Non Exempt, FT
PROGRAM: Unique Resale Shop
SUPERVISOR: Resale Shop Coordinator

Daily Responsibilities:

- Assist with donation pick-ups in box truck, including furniture and other items up to 50 lbs.
- Donation management – including moving donations to and from storage as needed, organizing donations in storage and in sort room
- Operate cash register as a backup
- Minor maintenance, repairs, updates in resale shop as assigned by supervisor
- Help with daily needs of the shop
- Help donors unload donations and bring to sort room
- Help customers load purchased items into their vehicles
- Repair donation items to prepare for sales floor
- Take out trash, empty boxes, and clothing recycling
- Vacuum each morning, clean shelves, furniture, and items on the floor
- Pull unpriced items from shelf so they can be priced
- Assist in maintaining the aesthetics of the shop including picking up clothing/items that are out of place and return them to appropriate location
- Assist clients with clothing vouchers
- Back up food pantry assistance/assisting with food vouchers/ unloading food orders
- Back up community service food donation intake
- Other duties as assigned

Expectations:

Abilities, Knowledge and Skills

- Lifting, bending, moving furniture and large items up to 50 pound independently - included in daily job requirements
- Valid proof of insurance required to drive company vehicles
- Valid Texas Driver's License and a good driving record. Must be at least 25 years old to drive, for insurance.
- Exhibits solid time management skills
- Pays close attention to detail
- Works well with a team
- Ability to pass background check
- Maintain a courteous and cooperative attitude toward donors, assuring that all pick-ups and deliveries are completed to the donor's satisfaction.
- Complete all assignments in a timely and professional manner.

Date _____