

# 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.

- Strong interpersonal skills: ability to create and sustain relationships, communicate with employees, volunteers, donors and civic individuals
- Ability to multitask while staying focused and organized

# **Equipment Used:**

Cell phones, GPS, dollies, pallet jack, tie down straps, and simple hand tools.

Wear proper safety apparel when required

# **Work Environment:**

- Work is conducted both inside and outside according to maintenance requests
- Must be available to work flexible hours occasional weekends

### V. DISCLAIMER

This is not necessarily an exhaustive list of all duties, requirements, responsibilities, skills and/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 when circumstances change such as during emergencies or emergency preparation, changes in personnel, technological developments or complications, workload, etc. **Unique Resale Associate** is always required to perform these, and/or other duties as assigned.

I HAVE READ, UNDERSTAND, AND ACCEPT A COPY OF THIS POSITION DESCRIPTION WITH

CRISIS ASSISTANCE CENTER (CAC) and I AGREE TO COMPLY WITH THIS POSITION DESCRIPTION DURING THE TIME I HOLD THIS POSITION WITH MCEA AND AS A CONDITION OF HOLDING THIS POSITION WITH CAC

Signature of Unique Resale Associate	Date
Signature of Resale Shop Coordinator	Date
Signature of Director of Development	Date
Signature of Executive Director	 Date