

RESALE SHOP ASSOCIATE JOB DESCRIPTION

Position Title	Department	Reports to
Resale Shop Associate	Resale Shop / Development	Resale Shop Manager
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt	January 1, 2020

POSITION SUMMARY

Assist in daily operations of the CAC Unique Resale Shop including client vouchers, back up cashier, sales promotion, sorting and processing donations in the shop and storage, and donation pickups. Support all efforts to promote sales and revenue for the shop.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- Assist with donation pick-ups in box truck – as scheduled
- 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 as needed
- 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 – as needed
- Help customers load purchased items into their vehicles – as needed
- Repair donation items to prepare for sales floor
- Take out trash, empty boxes, and clothing recycling
- Daily - sanitize shop as per established guidelines, vacuum, 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 as needed
- Back up food pantry assistance/assisting with food vouchers/ unloading food orders – as assigned
- Back up community service food donation intake – as assigned
- Other duties as assigned

MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

- Must embrace the mission of Community Assistance Center
- Lifting, bending, moving furniture and large items, etc. included in daily job requirements
- Valid driver's license required for driving company vehicles – driver's license must be in good standing
- Valid proof of insurance required to drive company vehicles
- Exhibits solid time management skills
- Pays close attention to detail
- Works well with a team
- Excellent customer service skills with customers, CAC clients, volunteers, and staff

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Work is conducted both inside and outside according to maintenance requests
- Must be available to work flexible hours – occasional evenings and weekends
- Lifting, bending, moving furniture and large items, etc. included in daily job requirements

Acknowledgment of receipt and understanding of job description

I have read and reviewed my job description with my primary supervisor.

Employee Signature: _____ **Date:** _____

Supervisor Signature: _____ **Date:** _____

The company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.