



## RETAIL STOCKROOM ASSOCIATE - JOB DESCRIPTION

Position Title	Department	Reports to
Retail Stockroom Associate, CAC Unique Resale Shop	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 checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt	July 2021

### POSITION SUMMARY

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

### ESSENTIAL DUTIES AND RESPONSIBILITIES

#### Daily Responsibilities:

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

- Assist with furniture and donation pick-ups in box truck
- Donation management – including moving donations to and from storage as needed, organizing donations in storage and in sort room
- Drive CAC box truck as scheduled for donation pick ups
- Operate cash register 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
- Help customers load purchased items into their vehicles
- 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
- 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
- Physically demanding job including lifting, bending, moving furniture and large items up to 50 pounds independently (inside and outside) - 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 customer service skills: providing high quality service to clients, ability to create and sustain relationships, communicate with employees, volunteers, donors and civic individuals
- Ability to multitask while staying focused and organized

**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
- Physically demanding job including lifting, bending, moving furniture and large items up to 50 pounds independently (inside and outside) - included in daily job requirements

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