

Sisters Habitat for Humanity
Thrift Store Assistant
Job Description

Hours: Seasonal, part-time, 16 – 20 hours/ week
Starting Pay: \$16.35 / hr
Benefits: 25% store discount

At Habitat for Humanity, we believe that everyone deserves a stable and affordable place to call home. Sisters Habitat for Humanity is an independent affiliate of Habitat for Humanity International. We are proud to be among the top producing rural affiliates in the nation. We are invested in creating a world where everyone has the opportunity to build a better life.

Qualifications:

- Ability to work independently
 - Ability to work well with a diverse group of people
 - Experience working with volunteers, or volunteer groups, a plus
 - Courteous customer service skills
 - Ability to regularly lift 30 + pounds
 - Experience operating a cash register
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Responsibilities:

The Thrift Store Assistant assists with daily operations in the Thrift Store in accordance with the direction given by the Manager. The Store Assistant must follow all store policies and guidelines. Responsibilities include but are not limited to the following: Greet donors and accept appropriate donations; cashiering, support volunteers, greet and assist customers in the store, and other tasks as needed.

1) Inventory

- A. Accept appropriate, saleable donated materials.
- B. Ensure that both the quality and amount of floor inventory is maximized.
- C. Ensure that inventory is cleaned and priced before it is displayed for sale.

2) Merchandising

- A. Ensure that inventory is displayed in a logical and organized way that encourages customers to make purchases.
- B. Ensure that inventory is displayed in such a way that is neat, tidy and safe.

3) Volunteers

- A. Work as a team with volunteers to ensure the Thrift Store operations run smoothly.
- B. Be supportive and appreciative of volunteers and their efforts.

4) Inventory Contributors

- A. Ensure that donors receive receipts for their contribution.
- B. Let Store Manager know of any major donations.

5) Administrative Structure

- A. Communicate any concerns to the Store Manager.

6) Facility Management

- A. Ensure that all city, state and federal regulations with regard to the Stores are being met.
- B. Ensure the safety of volunteers and customers
- C. Ensure the safety of inventory from theft or destruction.
- D. Take safety courses and tests as recommended by the Safety and Loss Prevention Manager.