

Sisters Habitat for Humanity Thrift Store Assistant Job Description

Hours: Part-time permanent, 19.25 – 26.25 hours/ week
Starting Pay: \$20.74 / hour
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:

Primary duties include cashiering and moving large bags and other misc. items. 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. Other duties include but are not limited to the following: Greet donors and inspect donations; accept items that meet guidelines and tactfully decline those that do not meet standards. Clean and price donations; place priced items on sales floor. Greeting and assisting customers in the store, including loading, measuring, and answering questions.

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 the 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 - regarding 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.

At-Will Employment:

Sisters Habitat reserves the right to employ at-will. This means that employment can be terminated, with or without cause, and with or without notice, at any time, at the option of Sisters Habitat for Humanity or at the option of the employee.

The policies of Sisters Habitat for Humanity are not to be construed as a contract of employment. We expressly reserve the right to change, add to, or delete policies at any time. Changes will be effective on dates determined by Sisters Habitat for Humanity, and you may not rely on policies that have been superseded. No supervisor or manager other than the Executive Director has authority to alter the policies, and all such changes must be in writing.