



JOB DESCRIPTION

Position: Part-Time Thrift Store Sales Associate
Reports to: Thrift Store Manager
Major Functions: Customer service, processing donations, sales, cashier, maintaining store environment, teamwork with staff and volunteers
Duties:

1. Arrive on time for designated shift, working hours as assigned by manager. Contact the Thrift Store Manager or CASA Administrative Office in advance if unable to work the scheduled shift.
2. Provide friendly responsive customer service; answering customer's questions concerning location, price and use of merchandise.
3. Handle sales process, receives merchandise selected by customer, accepts payment, and makes change. Bags merchandise for customer.
4. Keeping cash wrap area clean and well organized.
5. Responsible for reconciliation of cash draw at end of day (the day or days you are the cashier.)
6. Assist donors, customers and staff with any heavy lifting.
7. Assist with the receiving, sorting, pricing and hanging of donations.
8. Assist co workers with organizing and reorganizing of furniture, house wares, and displays.
9. Maybe required to drive store vehicles to run miscellaneous errands.
10. Work with community volunteers. Assist in training as directed by manager.
11. Follow CASA's policies and procedures.
12. Handle situations in a professional and responsible manner.
13. Be able to work independently or as a team member.
14. Other related duties as assigned by management.

Minimum Qualifications:

- Ability to climb stairs, lift up to fifty pounds.
- Excellent driving record.
- Possess a valid Florida State Drivers License and *proof of auto insurance to be annually verified.
- Agree to participate in a background check
- Ability to multitask and meet multiple deadlines
- Ability to work independently or as a team member.
- Available on weekends to work and holidays

*If an employee does not own a car, or is not currently driving their personal automobile and it does not have a current license tag, proof of auto insurance may be waived.

I acknowledge that I have received a copy of this job description and am in agreement.

Employee: _____ Date: _____