



JOB DESCRIPTION

Position: Part-Time Thrift Store Sales Associate/Cashier
Reports to: Thrift Store Manager
Major Functions: Customer service, processing donations, sales, 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 (open at 8:00am) 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, makes change. Bags merchandise for customer.
4. Assist with the receiving, sorting, pricing and hanging of donations.
5. Work with community volunteers. Assist in training as directed by manager.
6. Follow CASA's policies and procedures.
7. Handle situations in a professional and responsible manner.
8. Be able to work independently or as a team member.
9. Other related duties as assigned by management.

Minimum Qualifications:

- Ability to climb stairs, lift up to thirty pounds.
- Excellent driving record
- Possess a valid Florida State Drivers License and *proof of auto insurance to be annually verified.
- Willingness and ability to safely drive agency vehicles
- 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

*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: _____