



## Job Description

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**TITLE:** Attic Store Associate

### **PERFORMANCE**

**PROFILE SOURCE:** Attic Thrift Store Staff

**DEPARTMENTS:** Attic Thrift Store

**REPORTS TO:** Thrift Store Manager/ Director of Operations

**STATUS:**

### **PRIMARY OBJECTIVE OF POSITION:**

To assist with preparing donations for sale, providing customer service, and helping with the day-to-day operations of the thrift stores.

### **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

- Greet customers and assist shoppers with purchases, including ringing sales on cash register.
- Share the Someplace Safe mission and Thrift Store mission with shoppers and the General public.
- Set up donation receiving areas and prepares to accept and evaluate donations; closes and secures same areas and donated items at end of day. Organize and maintain donation areas and storage areas throughout the day.
- Ensure quality of inventory by adhering to merchandise standards and preventing damage to donated goods.
- Clean, price, and display merchandise in accordance with Thrift Store procedures. → Ensure donation paperwork and donor receipts are completed, accurate, and secured.
- Arrange merchandise displays throughout the Thrift Store as assigned by Thrift Store Management.
- Keep work areas stocked with supplies and necessary equipment, and help to maintain a clean, attractive, and safe work environment throughout the Store.

- Participate in Store special events and sales as scheduled or assigned by Thrift Store Management.
- Perform other duties and assume additional responsibilities as directed by Thrift Store Management to ensure efficient operations.
- Adhere to policies and procedures of Someplace Safe and the Someplace Safe Thrift Store

### **OTHER RESPONSIBILITIES:**

Performs other duties and assumes additional responsibilities as directed by the supervisor/Leadership.

### **DESIRED MINIMUM QUALIFICATIONS:**

- Effective communication and customer service skills.
- Experience in a retail work setting, preferred. Knowledge of second-hand or thrift store operations helpful.
- Ability to work with a variety of people in a busy work environment.
- Must be organized and personable.
- Must be able to lift and carry donation items weighing up to 75 pounds with assistance. Must be able to sustain a full 8 hour day of standing, walking, lifting, and bending.
- Schedule requires ability to work some evenings and Saturdays.
- Background check upon hire.

### **TOOLS AND EQUIPMENT USED**

Sales Associates will be trained on how to use the cash register, pricing equipment, and other store equipment, which may include use of personal computer (MS Office Suite), Gmail, and other office equipment including: 10 key calculators; printer; telephone; scanner; credit card processing; and copier.

### **SPECIAL REQUIREMENTS**

- Must possess and maintain a valid state driver's license and provide a copy to the Thrift Store Manager if operating the Thrift Store van.
- Must be able to lift and carry donation items weighing up to 75 pounds with assistance. Must be able to sustain a full 8-hour day of standing, walking, lifting, and bending.

### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

- The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to stand and talk or hear; use hands and fingers to handle, feel or operate objects, tools, or controls;

and reach with hands and arms. Employee is required to walk, climb stairs and be able to move about freely.

- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- Ability to lift objects weighing 30 – 50 pounds unassisted and items weighing up to 75 pounds with assistance.
- Frequent reaching, bending, stooping, and stretching are required

**Employee Signature:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_