



**JOB TITLE:** Store Associate (Pick-up/Delivery)

**DEPARTMENT:** Thrift Store

**REPORTS TO:** Thrift Store Manager

**CLASSIFICATION:** Hourly

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The *Store Associate* is responsible for the overall operation of the sales floor and pick up of large amounts of merchandise including furniture donations from donors' homes. This position is supervised by the Thrift Store Manager. Working professionally with co-workers, children, community, volunteers, and donors with a positive attitude toward all aspects of the position; striving for success and a high quality of work being mindful that all personal and professional actions should reflect positively on the school.

### **I. Qualifications**

High School diploma or the equivalent; excellent driving record a must; general vehicle knowledge and maintenance for diesel and gas vehicles; past experience in moving/handling large pieces of furniture and packing/strapping items to ensure minimal to no damage of donated items; past experience in driving a box truck must be able to drive and back box truck or a pickup truck and trailer into difficult areas without damaging vehicle or surrounding property; past experience in retail display and sales is a plus. An honest, reputable nature, along with a clean professional appearance is a must along with the ability to plan, organize and work well with others.

### **II. Service Responsibilities**

- A. Pick up of large furniture donations and large amounts of items from donors' location
- B. Store environment, sales & knowledge of campus programs
- C. Receivables (processing of donated goods in an accurate and timely manner)
- D. Other duties including general housekeeping and any additional tasks for special events etc.

### **III. Essential Functions**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Execute pick-up of merchandise and large furniture donations as scheduled by management.
2. Ensure that each guest receives outstanding guest service by providing a guest friendly environment, including greeting, and acknowledging every guest, maintaining outstanding standards, solid product knowledge and all other components of guest service.
3. Maintain an awareness of all product information, merchandise promotions, test merchandise and advertisements as well as knowledge of campus programs and what donations go to support.
4. Assist in sales floor/ department moves, merchandising, display maintenance and store housekeeping.
5. Assist in processing and replenishing merchandise; participate in receiving and monitoring floor stock; ensure donations are processed in a timely manner.
6. Adhere to all company policies, procedures, and practices, including signing, pricing, and loss prevention.
7. Accurately and efficiently complete all donation transactions and maintain proper media accountabilities at donation center.
8. Communicate guest/donor requests to management.

### **Supervisory Responsibility**

This position has no supervisory responsibilities; however, you are responsible and accountable for you and your partner in time management and safety in lifting and moving items.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk and hear along with specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

This position is very active and requires driving, climbing in and out of truck and up and down on lift, standing, walking, bending, kneeling, stooping, and crouching all day. The employee must frequently lift and/or move items over 40 pounds and other large heavy items with assistance of partner and equipment. You are also required to be able to work in weather conditions such as hot or cold temperatures.