



**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 and delivery of merchandise and donations. 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; past experience in retail display and sales is a plus. An honest, reputable nature is a must with the ability to plan, organize and work well with others.

### **II. Service Responsibilities**

- A. Pick up and delivery
- B. Store environment, sales
- C. Receivables as needed
- D. Other

### **III. Essential Functions**

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

1. Execute pick-up and delivery of merchandise and 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.
4. Assist in floor moves, merchandising, display maintenance and store housekeeping.
5. Assist in processing and replenishing merchandise; participate in receiving and monitoring floor stock; ensure re-wraps are done promptly.
6. Adhere to all company policies, procedures and practices, including signing, pricing, and loss prevention.
7. Accurately and efficiently complete all sales transactions and maintain proper cash and media accountabilities at POS registers.
8. Communicate guest requests to management.

### **Supervisory Responsibility**

This position has no supervisory responsibilities.

### **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. This position is very active and requires standing, walking, bending, kneeling, stooping, and crouching all day. The employee must frequently lift and/or move items over 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.