

## Thrift Store Associate

### Staff Position: Thrift Store Associate On Call Position

#### Position Description: Primary responsibilities are:

- Provide back up support to staff for vacations, sick leave and agency meetings at the Christ House Thrift Store located at 125 S. West Street, Alexandria, VA. Duties include the following: 1) process financial transactions between customers and the store; 2) answer the phone; 3) provide exceptional customer service; 4) stock and clean the register area.
- Organize and maintain the donation drop-off areas, maintain trash cans, moving of furniture, loading/unloading of inventory and assist customers as needed.
- Assist GRI driver with weekly pick-up of bags and maintain documentation of number of bags picked up for monthly payment reconciliation.
- Assist Retail Manager and Thrift Store Associate with duties to include but not limited to: outreach to the community, supervision and scheduling of volunteers, restock store departments, remove broken or damaged goods from shelves, order supplies and maintain a neat and clean store.
- Redeem clothing vouchers for EA clients on Thursdays and other CCDA program clients (to be determined).
- Flexibility to work Mondays through Saturdays.
- Knowledgeable and willing to uphold Catholic moral and social teaching.

#### Qualifications & Skills:

- Experience with cash register.
- Ability to read and write in English with excellent communication skills.
- Competent in internet research and use of MS Outlook and Word.
- Ability to present a positive professional image.
- Effective interpersonal skills and the ability to multi-task in a fast paced work environment.
- Ability to work in a team setting and also to work independently with minimal supervision.
- Strong planning and prioritization skills.

#### Education and Experience:

- Associates degree/some college preferred with equivalent work experience.
- Minimum of 6 years of retail store management and 2 years in a supervisory role.
- Strong interest in helping underserved populations is a plus.
- Experience working with and coordinating volunteers.
- Knowledge and experience in thrift store operations are a plus.

#### Physical Demands:

- The employee is required to lift up to 40 pounds using such items as hand trucks, dollies and/or carts.
- Must be able to stand, walk, use hands and fingers to use a computer keyboard and handle food; reach with hands and arms and talk or hear. Required to stoop, kneel or crouch and climb a ladder.
- Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.