

SAFE Homes-Rape Crisis Coalition
DONATION/THRIFT STORE ASSOCIATE
Job Description

POSITION DESCRIPTION

Position:	Donation/Thrift Store Associate	Status:	Part-Time
Reports to:	Director of Community Services	Hours:	25 hrs per week
Location:	236 Union Street Spartanburg, SC 29302	Date Prepared:	March 2022

POSITION SUMMARY:

The Thrift Store Associate's primary responsibility is to provide exceptional customer service by greeting and assisting customers with their purchases. The Thrift Associate is responsible for maintaining the cash register with integrity and accuracy and ensuring that the register area, fitting rooms, and sales floor are kept neat, clean, organized, and replenished.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are presentative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- High school diploma or GED.
- Ability to stand for long periods of time and move with a sense of urgency.
- Ability to lift 50 pounds.
- Ability to operate cash register, I-Pad, and correctly ring up sales.
- Basic reading and writing skills and knowledge of the computer.
- Exceptional people and relationship building skills.
- Shows motivation and ability to take initiative in daily tasks and operations.
- Ability to complete necessary paperwork which requires basic reading and writing skills.
- Ability to relate to individuals and groups in an empathetic, nonjudgmental manner, possessing maximum insight and self-awareness to be confident in the role, with knowledge of personal capabilities and limitations.
- Possession of a valid South Carolina driver's license and insurance.
- Ability to work flexible hours including some night work and weekends.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Work efficiently and manage time to meet production needs.
- Perform duties assigned by the Thrift Store Manager or Director of Community Services.
- Exhibit good work habits in attendance and punctuality.
- Provide exceptional customer service by promptly greeting and assisting customers with their purchases.
- Effectively communicate and resolve any customer concerns in a respectful manner.
- Maintain the integrity and accuracy of the cash drawer and transactions on the I-Pad.
- Maintain a clean store environment by ensuring donations are moved into the warehouse daily for sorting, sweeping and clearing the store floor of hazards daily, cleaning

- bathrooms on a weekly basis, and ensuring the fitting rooms are cleared and cleaned daily.
- Assist with sorting donations and storing them in designated areas in the warehouse.
 - Assist with hanging clothes on the floor and replenishing items.
 - Ensure all pricing, signage, and displays are correct at all times.
 - Assist with the upkeep of the dumpster/dock area.
 - Assist with the rotation of seasonal items on the floor.
 - Complete donation tax receipts when items are donated.
 - Maintain confidentiality regarding all personnel and client matters.
 - Maintain current knowledge of agency policies and procedures.
 - Assist in the scheduling of pick-up and distribution of donations to proper locations to be used by victims of domestic violence and sexual assault.
 - Develop and maintain community relations with businesses and individuals who make donations to SAFE Homes-Rape Crisis Coalition.
 - Assist with minor maintenance to help maintain safety and efficiency at all SAFE Homes-Rape Crisis Coalition facilities
 - Maintain effective and cooperative relationships with agency staff and volunteers.
 - Protect the confidentiality of clients at all times.
 - Assist with special events
 - Complete all other duties as may be required by the Executive Director.
 - Attend staff and team meetings as scheduled.
 - Assist victims of domestic violence with moving their household items into new housing as necessary