

PART-TIME STORE CLERK

The Resale Store Clerk reports directly to the Executive Director or her designee(s). Part-time hours are flexible between 9:30 A.M. and 6:30 P.M. Saturday work may be required in the schedule for full-time as well as part-time personnel.

Essential Responsibilities

1. Maintain a clean (inside and outside), orderly, well-stocked store.
2. Responsible for rotating stock and maintaining seasonal clothing inventory.
3. Have the ability to manage in-coming donations, which include sorting, cleaning, washing miscellaneous items, and pricing, storing, transporting some in coming, and donated-out goods.
4. Following appropriate procedures for consignment items brought in to be sold through the store.
5. May be responsible for the cash register, cash handling, sales tax collection, preparation of deposits, and consignment receipts.
6. Learn to develop an appropriate working schedule for staff and volunteers. A copy of the schedule is to be provided to the main office so they are aware of who is or is not on duty at any given time.
7. Maintain a friendly, professional relationship with donors, customers, staff, and volunteers.
8. Train volunteers for work at the store.
9. Follow Policy and Procedures, General Store Operations, Store Guidelines.
10. Learn appropriate procedure to develop and provide information to be submitted to the radio station or newspaper of special items available for sale each week. Submit for the radio on Tuesday, midday of each week. As appropriate, consult with staff at the main office for newspaper submission. Make flyers to post around town for various sales events as needed.
11. Be apprised of supply usage, where they are, and when as well as what may be needed as supplies begin to become depleted.
12. Develop and submit Supply Request list for approval to the main office, at least one-week prior to the expected need (prior to depletion of supplies).
13. Have the ability to work diligently with minimal supervision.
14. Refer to the Operations Manual for additional information.

Qualifications

- Professional attitude and appearance
- Two years of retail experience preferred
- Good communication skills and ability to work positively with the public
- Excellent organizational skills
- Inventory management experience
- Computer skills

Minimum Physical Requirements

- Able to climb stairs and comfortably lift a minimum of 50 pounds, turn 45 degrees to the left and to the right while standing or sitting. able to walk, bend, stoop, twist at waist, reach, and climb stairs

The above is a basic description of the responsibilities, qualifications, and physical requirements for a Sale's Clerk. It is not intended to be all-inclusive to the day-to-day process of working in a resale store. It does not cover all of the elements and responsibilities you will encounter as a resale store clerk. FCCBB reserves the right to revise job duties as needed. This job description does not constitute a written or implied contract of employment.