



Store Clerk Job Description

Main Purpose of the Job:

To select the most saleable donated goods and successfully merchandising them, for profit, to satisfied customers.

Reports to:

Store Manager

Direct Reports:

Volunteers

Duties and Responsibilities:

- Deliver exceptional customer service to donors, and co-workers. Look for ways to satisfy and grow the customer base.
- Select donated items that are desirable and of good value, with an excellent profit margin. Merchandize items attractively. Organize stock levels for in-season and out-of-season goods.
- Ensure accurate daily cash reconciliation, following established procedures.
- Identify high-value items and collectibles for specialized merchandizing and/or on-line sales.
- Organize the distribution and pickup of items unsuitable for store inventory.
- Prepare, in advance, tasks for volunteers.
- Follow safety procedures to ensure the store is safe for customers, staff and volunteers and co-workers. Identifies areas of concern, or areas requiring maintenance to the Store Manager immediately.
- Ensures the store is clean, organized, and attractive.

Qualifications:

Requires previous retail and cash handling experience, and basic computer skills for merchandise pricing. Experience in the second-hand economy is desirable.

Working Conditions:

- Exposure to year-round outdoor weather (hot, cold, rain, snow, etc.) when accepting/sorting donated goods (back door).
- Constant exposure to unknown materials, which have the potential of being hazardous, when accepting/sorting donated goods (back door).
- Alert to changing physical space due to inventory fluctuation.
- Required to work weekends.

Physical Requirements

Strength Guidelines

Lift up to 20 (twenty) pounds.

Motion Parameters

- Turn from side to side (full range) while lifting up to 20 pounds.
- Walk and/or stand for almost the entire shift (aside from breaks).
- Reach fully: up, down, sideways, and outwards.
- Squat.
- Climb up and down fifteen (15) stairs while carrying various containers and loads up to fifteen (15) pounds i.e., large garbage bags, assorted sizes of bins and boxes, clothing on hangers.
- Climb a four (4) step ladder, three (3) feet high.
- Kneel
- Drive the company truck on errands and to the landfill in all weather conditions.
- Load/unload and sort goods from the box of a pickup truck that are potentially hazardous (primarily at the landfill). Occurs outdoors in all seasons.
- Repetitive motion activities i.e., use of fabric tag gun.

Vision and Hearing Requirements

Adequate vision and hearing to complete all job duties and communications.

Psychological Demands

A Store Clerk is expected to do/have (in no particular order):

- Repetitive work.
- Train volunteers.
- Prioritize.
- Problem solve.
- Multi-task.
- Read and write fluently.
- Interpersonal skills.
- Strong communications skills.

Please submit your resume and a cover letter to: Terri Ponich, Store Manager Twicebutnicefortsask@gmail.com