



## 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, as well as 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).
- Possible exposure to unknown materials, which have the potential of being hazardous, when accepting/sorting donated goods (back door). Gloves are provided.
- 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.
- 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: Carmen Randell, Store Manager [Twicebutnicefortsask@gmail.com](mailto:Twicebutnicefortsask@gmail.com)