



Position Description

POSITION TITLE: Thrift Store Assistant

REPORTS TO: Thrift Store Manager

CLASSIFICATION: Full-Time/Non-Exempt, 40 hours per week

WORK SCHEDULE: Tuesday-Saturday, 8:30 a.m.- 4:30 p.m.

PAY RATE: Range is \$16-\$20 per hour

Bilingual (English/Spanish) candidates are strongly encouraged to apply

BROAD FUNCTION:

The Thrift Store Assistant will work closely with and take direction from the Thrift Store Manager to help ensure that all store operations run effectively and efficiently to provide an exceptional retail experience for our Guests, volunteers and staff.

PERFORMANCE RESPONSIBILITIES:

- Operate cash register and process sales transactions.
- Assist in store opening/closing operations.
- Restock merchandise.
- Sort incoming donations.
- Interact with guests, donors, volunteers, and staff.
- At Thrift Store Manager's direction, train volunteers to ensure they know what is expected of them with special emphasis on guest and donor relations.
- Assist the Thrift Store Manager in executing the voucher program, as necessary, ensuring Guest needs are met within the parameters of the program.
- Aid the Thrift Store Manager in identifying supplies/materials needed for the store.
- Collaborate with Store Manager in fostering team building and support.
- Ensure donors complete in-kind donations forms and are informed and educated about the LHM work and its needs as well as ensuring the donor is satisfied with his/her experience with Lazarus House.
- Interact effectively with staff, Guests, donors and volunteers.
- Participate in and successfully complete safety or job-related trainings such as CPR, First Aid, CPI and other related safety or job skills related trainings.
- Assist in loading/unloading donations from vehicles.
- Ensure store property and surrounding areas are organized and free of trash.

- Adhere to the organizations dress code by wearing appropriate, safe attire (e.g., closed-toe shoes, no loose or torn clothing)
- Perform other position related duties as required.

Qualifications:

- Bilingual verbal fluency in English/Spanish highly desirable.
- Demonstrated commitment to the mission of Lazarus House Ministries.
- 1-3 years' experience in retail and direct customer service/interaction.
- Ability to thrive in a fast paced, changing environment while maintaining a positive experience for our guests, donors, volunteers and staff.
- Courteous and people/team oriented with excellent interpersonal and communication skills.
- Maintain a neat and professional appearance and demeanor.
- Ability to work with diverse populations.

PHYSICAL DEMANDS/WORKING CONDITIONS:

- Prolonged periods of standing (more than 70% of the day) with occasional bending, stooping and stretching.
- Lift/move up to 50 pounds at multiple points during the day.
- Hand-eye coordination and manual dexterity sufficient to operate equipment pertinent to the area.
- Close and distance vision, ability to distinguish color, peripheral vision, depth perception and ability to adjust focus.
- Ability to hear and respond to alarms and to converse with others in both English and Spanish.