



Job Title:	Thrift Store Furniture Asst.	Job Category:	Nonexempt
Department/Group:	Thrift Store	Job Code/ Req#:	
Location:	Merritt Island Store	Travel Required:	None
Level/Salary Range:	TBD	Position Type:	Part Time (20-29 hrs.)
Contact:	Marcea Hughes	Immediate Supervisor:	Thrift Store Manager
Date of Last Revision:	8/12/20		

Position Summary

THRIFT STORE FURNITURE ASSISTANT:

This is a part time position without benefits. Primary function is to provide customer service to all guests shopping, cashier, and price new donations. Assisting with unloading donation truck.

Job Description

ROLE AND RESPONSIBILITIES

- Provide excellent customer service to all guests.
- Cash out customer sales when needed.
- Write donor receipts when needed.
- Keep counter and showcase free of clutter.
- Keep all merchandise out of the office at all times.
- Straighten all departments daily.
- Clean fixtures, shelves, floors, etc. when needed.
- Answer phone and general questions.
- Assist volunteers as needed.
- Assist with unloading donations.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Must have a high school diploma or GED, Associates degree is preferred.

PREFERRED SKILLS

Organization Skills – keeping all forms, documents, and finances in order.
 Basic math skills – ability to calculate sales and discounts without a calculator.
 Customer Service Skills – ability to have a pleasant demeanor with guests and assist them with finding products.
 Phone Skills – ability to communicate clearly and respectfully over the phone.
 Professionalism – ability to speak professionally to all individuals at all times.
 Interpersonal skills – ability to relate to coworkers and build relationships.
 Personal Management skills – ability to manage multiple assignments/tasks and set priorities.