

Job Description: Thrift Associate



Organizational Chart



General Description

This position will be responsible for:

- † Assisting the Thrift Manager and Thrift Coordinators in carrying out their duties and responsibilities

General Qualifications and Requirements

The qualified candidate will have the ability to adapt quickly to handle a fast-paced and ever-changing environment. The candidate will be highly process-oriented and be equipped to maximize labor output and provide excellent customer service.

It will be imperative that this candidate works closely with the Thrift Coordinators and Thrift Associates to ensure a successful thrift operation. Teamwork is essential to the success of this role.

This position works closely with and reports directly to the Thrift Manager.

Desired Skills and Character Traits (1 Timothy 3:1-13)

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|---|---|
| † Servant-minded and submissive in spirit | † Flexibility |
| † Hospitable & welcoming | † Disciplined with time and effort |
| † Able to respond with sensitivity | † Organized, detail oriented, and process focused |
| † Team player | † Able to maintain confidentiality |
| † Exemplary integrity and work ethic | † Professional |
| † Teachable spirit | |
| † Discerning in conversations | |
| † Eagerness to contribute | |

Desired Spiritual Gifts (1 Corinthians 12:1-31; Romans 12:1-21)

- † **Exhortation:** Able to encourage volunteers, customers, and supporters; gracious with others in all situations
- † **Serving:** A focus on meeting needs, both in those we serve and those that serve alongside us
- † **Leadership:** Able to lead others by example
- † **Hospitality:** To warmly welcome people

Key Areas of Responsibility

Thrift Retail Operations

- † Work with the team of people that have an outstanding skill set in the area of thrift
- † Operate point of sale (POS) terminal in thrift store
- † Understand and complete POS end of day close
- † Assist customers of thrift with questions and purchases
- † Work with volunteers within the thrift store

Thrift Inventory Operations

- † Work directly with the Thrift Coordinator to determine inventory needs based on a customer-driven pull inventory system
- † Research, as needed, appropriate pricing for products
- † Help customers with loading of furniture and unloading of donations
- † Sort product as directed to restock inventory

Other Requirements

- † This position will require being cross trained to assist where needed
- † Lifting requirement of 50 pounds
- † This position may include evening or weekend hours as needed