



someplace safe
SAFETY. OPTIONS. HOPE.

Crime Victim Advocacy, Parenting Time Centers, and Community Thrift Stores

POSITION DESCRIPTION

POSITION TITLE: Thrift Store Sales Associate

ACCOUNTABLE TO: Thrift Store Manager

Status: Hourly

BENEFITS INCLUDE: Holiday differential for holiday hours worked and Employee Assistance Program

PRIMARY OBJECTIVE OF POSITION: To assist with preparing donations for sale, providing customer service, and helping with the day to day operations of the thrift stores.

SUPERVISION RECEIVED: Works under the general supervision Thrift Store Manager.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- Greet customers and assist shoppers with purchases, including ringing sales on cash register.
- Share the Someplace Safe mission and Thrift Store mission with shoppers and general public.
- Set up donation receiving areas and prepares to accept and evaluate donations; closes and secures same areas and donated items at end of day. Organize and maintain donation areas and storage areas throughout the day.
- Ensure quality of inventory by adhering to merchandise standards and preventing damage to donated goods.
- Clean, price, and display merchandise in accordance with Thrift Store procedures.
- Ensure donation paperwork and donor receipts are completed, accurate, and secured.
- Arrange merchandise displays throughout the Thrift Store as assigned by Thrift Store Management.
- Keep work areas stocked with supplies and necessary equipment, and help to maintain a clean, attractive, and safe work environment throughout the Store.
- Participate in Store special events and sales as scheduled or assigned by Thrift Store Management.
- Perform other duties and assume additional responsibilities as directed by Thrift Store Management to ensure efficient operations.
- Adhere to policies and procedures of Someplace Safe and the Someplace Safe Thrift Store.

Mission statement: **Someplace Safe works to create safer communities in West Central Minnesota by providing high quality crime victim services.**

Vision Statement: **Safer Families, Safer Communities**

Core Values: **Respect, Collaboration, Integrity, Dedication, Strategic Innovation**



OTHER RESPONSIBILITIES:

- Performs other duties and assumes additional responsibilities as directed by the supervisor/Leadership.

DESIRED MINIMUM QUALIFICATIONS

- Effective communication and customer service skills.
- Experience in a retail work setting, preferred. Knowledge of second-hand or thrift store operations helpful.
- Ability to work with a variety of people in a busy work environment.
- Must be organized and personable.
- Must be able to lift and carry donation items weighing up to 75 pounds with assistance. Must be able to sustain a full 8 hour day of standing, walking, lifting, and bending.
- Schedule requires ability to work some evenings and Saturdays.
- Background check upon hire.

TOOLS AND EQUIPMENT USED

- Sales Associates will be trained on how to use the cash register, pricing equipment, and other store equipment, which may include use of personal computer (MS Office Suite), Gmail, and other office equipment including: 10 key calculator; printer; telephone; scanner; credit card processing; copier; and a motor vehicle.

SPECIAL REQUIREMENTS

- Must possess and maintain a valid state driver's license and provide a copy to the Thrift Store Manager if operating the Thrift Store van.
- Must be able to lift and carry donation items weighing up to 75 pounds with assistance. Must be able to sustain a full 8 hour day of standing, walking, lifting, and bending.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to stand and talk or hear; use hands and fingers to handle, feel or operate objects, tools or controls; and reach with hands and arms. Employee is required to walk, climb stairs and be able to move about freely.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- Ability to lift objects weighing 30 – 50 pounds unassisted and items weighing up to 75 pounds with assistance.
- Frequent reaching, bending, stooping, and stretching are required.

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The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

It is the policy of this agency to provide equality of opportunity in employment to all persons, to prohibit discrimination because of race, color, economic status, religion, familial status, parenthood, national origin, place of residence, political affiliation, disability, marital status, status with regard to public assistance, social status, gender, sexual orientation, age, or physical ability in all aspects of its personnel policies, programs, practices, or operations.

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