

Homer Thrift Sales Associate

PAY: Range 2

Status: Part-time

Workers' Comp: 8817

Purpose of the Job: Responsible for the daily operations and customer service of Homer Thrift Store.

Qualifications: Candidates must demonstrate their ability to accomplish the essential job results.

Job Knowledge absolutely required before entering the job:

- Demonstrated history of punctuality and regular work attendance
- Flexible on hours and work days (some weekends required)
- Good customer service and interpersonal skills
- Ability to work independently and as a team member
- Strong organizational skills
- Commitment to contributing toward a positive work environment
- Ability to work cooperatively with people of all backgrounds
- Ability to model non-violent behavior and freedom from substance abuse

Preferred:

- Knowledge and/or experience in retail
- Posting sale goods on Facebook

Essential Job Results:

Assures successful operation of Haven House Thrift Store by:

- Respectful, welcoming and friendly customer service.
- Complete training on in-store operations, with the assistance from the Manager and Assistant Manager.
- Receiving, sorting stocking, storing, selling of; donated clothing, furniture and household goods. Documenting the donations of goods and services daily in the In-Kind donation log.
- Maintaining clean work areas and safe working conditions within the Thrift Store building, grounds and storage area (convex). This includes a regular cleaning schedule and process for routine disposal of donated items.
- Storing seasonal materials and keeping the sorting area safe.
- Assisting with Opening and Closing procedures, including counting money.

Contributes to the team effort and maintains continuous quality improvement by: Welcoming new and different work ideas to add value to the organization; helping fellow team members with projects to enhance the store.

Protects program integrity and confidentiality by adhering to all confidentiality requirements including but not limited to SPHH's internal policies, requirements of local, state and federal law requirements of common sense necessary to protect the safety, dignity and privacy of persons seeking or receiving services.

Working Conditions: Homer Thrift is a fast paced work environment, with frequent interruptions. Employees may be asked to assist with pick-ups of donated items, assist with dump runs and to work in the convex. Periodic exposure to situations where individuals may be a danger to themselves or others. (cigarette smoke, bodily fluids, spills, chemicals and cleaning agents, broken glass, etc.) Exposure to communicable diseases.

Machines and Equipment Used: Standard office and retail sales equipment and household cleaning tools (vacuum cleaners, etc.).

Relationship With Other People: Cooperates and interacts with all SPHH's staff and volunteers and community service agencies with dignity and tact. Will not engage in intimate relationships with a person seeking or receiving services from SPHH. Models nonviolent behavior and freedom from substance abuse.

Supervised By: Thrift Store Manager and Assistant Manager

Positions Supervised: None

Background Check or National Sex Offender List: Positions may require passing a national FBI/State of Alaska criminal background check or the National Sex Offender list.

SPHH is an Equal Opportunity Employer. Alaska Natives, persons who are multi or bi-lingual and survivors of Domestic violence, child abuse, or sexual assaults are encouraged to apply.

*** ALL EMPLOYMENT AT SPHH IS AT WILL. SPHH RESERVES THE RIGHT TO REVISE OR CHANGE JOB DUTIES AND RESPONSIBILITIES AS THE NEED ARISES. THIS JOB DESCRIPTION DOES NOT CONSTITUTE A WRITTEN OR IMPLIED CONTRACT OF EMPLOYMENT.**