

Position Summary

The Thrift Store Processor is responsible for processing donations for sale by preparing, organizing, pricing, cleaning, and disposing items, as well as providing excellent customer service, and helping with the day-to-day operations of the United Cerebral Palsy Thrift Store.

Essential Functions and Duties

- Share the United Cerebral Palsy of Nevada mission with shoppers and general public
- Set up donation receiving areas, prepare 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
- Maintain the physical appearance of the warehouse storage areas, ensuring safety compliance, and store cleanliness
- Arrange merchandise displays throughout the Thrift Store as assigned by Thrift Store Manager
- Test electrical equipment upon donation — determine if sellable
- Keeps work areas stocked with supplies, and necessary equipment, and help to maintain a clean, attractive, orderly, and safe work environment throughout the Store
- Participate in store special events, and sales as scheduled, or assigned by Thrift Store Manager
- Drive thrift store donation truck to pick up donated items scheduled by the Outreach Coordinator when needed.
- Responsible for loading and unloading of truck assigned and others as required.
- Perform other duties, and assume additional responsibilities as directed by the Thrift Store Manager to ensure efficient operations
- Ability to work with minimal supervision and meet daily, weekly, and monthly processing goals
- Adheres to policies, and procedures of United Cerebral Palsy of Nevada

Tools and Equipment Used

- Thrift Store Processors will be trained on how to use the bailer, compactor, pricing equipment, and other store equipment as required for processing donated goods. Other equipment may include the use of personal computer, and other office equipment such as, printer, telephone, paging system, fax machine, and copier.

Special Requirements

- Must be able to lift, and carry donation items weighing up to 75 pounds with assistance
- Must be able to sustain a full shift (4 to 8 hours depending on scheduled hours) 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 25 —75 pounds with assistance
- Frequent reaching, bending, stooping, and stretching are required

Reports To Thrift Store Manager

Qualifications

- Must have a valid Driver's License
- High School Diploma or GED equivalent preferred
- 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 have a history of being punctual, and reliable
- Must have a reliable method of travel to Thrift Store

Classification and Required Conditions of Employment

- Part-Time or Full-Time; Non-Exempt
- Criminal Background Check

Required education:

- High school or equivalent

Required license or certification:

- Driver's License