



Job Description

Thrift Store Cashier/Clerk

Position Summary

The Thrift Store Cashier/Clerk is responsible to assist with preparing donations for sale, providing customer service, cashiering, and helping with the day-to-day operations of the United Cerebral Palsy Thrift Store.

Job Duties Include:

- Greet customers, and assist shoppers with purchases, including ringing sales on cash register
- Receive Payment by cash, check, credit cards, or automatic debits
- Issue receipts and change due to customers
- 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
- Tag, size, and stock clothing daily. Sort and hang donations if necessary.
- 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 Manager
- 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
- Perform other duties, and assume additional responsibilities as directed by the Thrift Store Manager to ensure efficient operations
- Adheres to policies, and procedures of United Cerebral Palsy of Nevada

Tools and Equipment Used: Thrift Store Cashier/Clerkss will be trained on how to use the cash register, pricing equipment, and other store equipment, which may include use of personal computer, and other office equipment such as, 10 key calculator, printer, telephone, paging system, fax machine, credit card processing, copier, and a motor vehicle.

Essential Functions:

- The physical demands, and work environment described here are representative of those that must be met by an employee to successfully perform in 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
- Must be able to sustain a full shift (4 to 8 hours depending on scheduled hours) of standing, walking, lifting, and bending

Reports To:

Head Cashier

Qualifications:

- Must have a valid photo ID and proof of eligibility to work in the United States
- 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
- Schedule requires ability to work some evenings, Saturdays and Sunday's
- 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; Non-Exempt
- Criminal Background Check (FBI)
- Reliable Transportation

Benefits:

- Teladoc
- Paid Time Off
- Paid Birthday Off

Employee Name (print)

Employee Signature

Date