



JOB TITLE: Thrift Store Associate

REPORTS TO: Thrift Store & Retail Manager

OBJECTIVE: This position assists in the oversight of the store operations which includes: greeting customers and ringing up sales transactions; working with volunteers; accepting donations; managing cash; sorting, pricing, and merchandising of items; and maintaining facility cleanliness. This position is also responsible for caring for the adoptable store cat according to CAT's care guidelines.

QUALIFICATIONS: The right individual will have a proven record of excellence working professionally and respectfully with people in customer-facing roles. This position requires excellent communication and interpersonal skills, including the ability to collaborate, problem solve, and maintain professionalism.

Experience/Knowledge:

- Minimum 1 year of experience handling cash and ringing sales
- Knowledge and experience in the thrift/consignment industry preferred
- Experience organizing, restocking, cleaning, and de-cluttering in a retail environment
- Experience with merchandising/displays
- Experience working with volunteers in a nonprofit organization
- Knowledge of collectibles and antiques, furniture, jewelry, and fashion/accessories (both vintage and current brands) strongly preferred
- Basic computer knowledge in MS Office Suite and Windows; Quickbooks experience preferred

Skills/Characteristics:

- Excellent customer service skills with friendly disposition
- Desire and ability to work in a positive, team-based, solution-oriented workplace
- Self-starter who is comfortable working independently
- Thrive in customer-driven situations
- Excellent communication skills
- Commitment to CAT's mission, vision, and values

PHYSICAL DEMANDS & WORK ENVIRONMENT:

Physical Demands: The work is performed in a retail store and stockroom. In order to fulfill the demands of the position, the employee must be able to:

- Communicate effectively with colleagues, donors, volunteers, customers, and members of the public
- Move and/or transport items, including furniture, up to 50 pounds (assisted or unassisted)
- Humanely and effectively handle cats in care
- Ascend or descend step stools and/or ladders while meeting OSHA safety standards
- Move around the store for continuous periods (up to 6+ hours)
- Position oneself at various levels to perform tasks related to the job such as sorting donations or stocking retail fixtures
- Utilize computer technology to keep records and ring sales, access schedules, and other related tasks

Work Environment: While performing the duties of this job, the employee may be exposed to the following:

- Office equipment such as computers, copiers, fax machines, printers, telephones, calculators, and other general office equipment
- Animal blood, urine, feces, saliva, fur and dander
- Zoonotic disease, including but not limited to ringworm, intestinal and skin parasites
- Fumes or airborne particles
- Needles and blades
- Toxic or caustic chemicals
- Fluorescent lighting
- Moderate noise levels

SCHEDULE: Two part-time (15-18 hrs/week) or one full-time position for the right candidate; shifts may vary but will include weekends & Mondays. The thrift store is open 7 days a week from 10 AM – 7 PM.

PAY RANGE: \$13.60-\$16.60 per hour depending on experience

This position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job related duties required by their supervisor. This document does not create an employment contract implied or otherwise, other than an "at-will" relationship.

TO APPLY: Please send a cover letter and resume to jobs@catadoptionteam.org. Your cover letter should outline your relevant experience and interest in the position. Applications without a cover letter will not be reviewed.