

CRATER COMMUNITY HOSPICE, INC.

POSITION DESCRIPTION

TITLE: THRIFT SHOP ASSOCIATE

REPORTS TO: THRIFT SHOP MANAGER FLSA: NON EXEMPT

I. PRIMARY FUNCTIONS/GENERAL PURPOSE OF POSITION:

As an Associate, the employee will be responsible for assisting with all tasks assigned by the Thrift Shop Manager/Assistant Manager. The employee will represent CCH with exemplary customer service and will maintain positive working relationships with all staff and volunteers.

II. EMPLOYMENT QUALIFICATIONS:

1. High school diploma or GED required.
2. Experience in a retail setting preferred.
3. Possesses interpersonal skills that promote effective teamwork and communication.
4. Computer literacy preferred; willingness to learn required.
5. Strong commitment to Crater Community Hospice service area.
6. Must be able to perform physically in aspects of listing and stocking merchandise.
7. Must have visual acuity sufficient to operate computer and other office equipment.
8. Must have hearing acuity sufficient to hear verbal instructions and communication from others and to answer the phone.
9. Must be able to concentrate on moderate details with frequent interruptions, attend to specific functions for 10-25 minutes, remember multiple tasks and assignments over an 8-hour period, and understand and relate specific ideas and concepts.
10. Must be able to deal effectively with stress, multiple tasks, noise and interruptions and to work cooperatively with CCH staff, while maintaining a pleasant and professional demeanor.

III. ESSENTIAL JOB FUNCTIONS:

1. Loading and unloading purchases and donations received.
2. Sorting clothing, sizing, pricing, placing in the store as directed.
3. Keeping the showroom clean, neat, and safe at all times.
4. Assisting with displays as requested.
5. Demonstrating attention to detail in all duties.
6. Utilizing time efficiently and showing initiative in identifying tasks to be done.
7. Carrying out errands as requested by supervisor.
8. Completing other duties as instructed by supervisor.

IV. WORKING CONDITIONS:

1. Works in normal warehouse conditions where there may be physical discomforts due to dust, dirt, noise, air temperature fluctuations, etc.

V. CRATER COMMUNITY HOSPICE, INC. MISSION FOCUS:

All employees are responsible for extending the mission and values of Crater Community Hospice, Inc. by understanding each customer, treating each patient, staff member, and community in a dignified manner with respect, kindness, and understanding and subscribing to the organization's commitment to quality and service.

FULL TIME POSITION BENEFITS:

Generous paid time off, Health, Vision and Dental Insurance are partially paid by employer with Life and STD Insurance fully paid by employer, 403(b) Accounts, Employee Assistance Program.