

**Position:**Thrift Store Associate

**Hours:**Mon-Sat,10:00 am to 6:00 pm daytime, Shifts are 4 hours: 10-2 and 2-6

**Part Time:** Up to 25 Hours

**Duties:**

* Ensure that Project Safe Thrift Store is open during scheduled hours

* Receive donations at store, ensure that donors have receipts and that donations are sorted and priced for sale

* Ensure that clients with vouchers receive items at no cost

* Collaborate with the Shelter/Outreach Advocates to ensure that the appropriate items are reserved for clients as needed

* Ensure that cash registers are balanced, and that errors are kept to a minimum

* Represent Project Safe well to the community, customers and partner agencies

* Answer business line and record messages, make referrals, and arrange weekday in-kind donation pickups at the direction of the  Store Manager

**Necessary Skills:**

         Exemplary customer service

         Good written and verbal communication skills

         Ability to work independently

         Ability to stand for long periods of time

         Ability to climb steps

         Ability to lift occasional bulky items such as donations, large containers, household goods and some furniture items without assistance up, to 50lbs