

Project Safe, Inc.

Job Description

Position: Thrift Store Associate

Hours: Mon-Sat, 10:00 am to 6:00 pm daytime

Part-Time: Up to 25 Hours, \$15/Hour

Responsible To: Thrift Store Manager

Project Safe, Inc.'s thrift store is the only public location for our organization and plays a vital role in our mission of everyone feeling safe in their homes and relationships. Through public and private donations, the thrift store supports survivors' transition to safe independent living and works with numerous community stakeholders and organizations to effect positive change.

Responsibilities:

- Ensure that Project Safe Thrift Store is open during scheduled hours
- Receive donations at the 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 and Qualifications:

- Exemplary customer service
- Strong written and verbal communication skills to interact effectively with customers and team members
- 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
- Ability to assess the condition of donated goods across a range of categories for valuation and pricing
- Ability to maintain cordial, professional relationships with donors, including timely follow-up to all donation requests, as well as interns, volunteers, and other staff
- Ability to work some Saturdays and possible weekend off-site events as necessary

Experience

- Previous experience in retail sales or customer service is preferred but not required.
- Basic math skills for handling cash transactions and providing change.
- Familiarity with cash registers or POS systems is a plus.
- Ability to work in a fast-paced environment while maintaining attention to detail.