

JOB TITLE: PT Thrift Store Sales Clerk

REPORTS TO: CAV Thrift Store Manager

HOURS: 20 hours week

SALARY: \$10/Hr., Non-Exempt

SCOPE OF POSITION: Ensure smooth, professional, and efficient store operations; and always striving to increase income for the store. Take an active role in problem-solving and implementing solutions as needed for facility, grounds, and equipment (including cash register and store alarm system).

PRIMARY RESPONSIBILITIES:

1. Accept and sort through all donations, separating good merchandise that can be made available to customers.
2. Always striving to increase income from the store.
3. Distribute in-kind receipts for donations.
4. Display and price all merchandise to be sold in the store.
5. Handle sales at cash register.
6. Have the store open during the advertised hours.
7. Keep the store and surrounding area neat, clean and attractive.
8. Provide accurate end-of-day sales report and make deposit.
9. Model respectful interaction with staff, volunteers, customers and donors.
10. Keep abreast of new and innovate merchandising and display ideas.
11. Participate in staff meetings and trainings as needed.
12. Become knowledgeable of the ways in which working with people who have experienced trauma, DV and SA, impacts employees and proactively work to limit the effects of compassion fatigue by seeking supervision when common signs are present.
13. Engage in reflective supervision and actively examine how this work impacts you and how you impact the people that you work with as well as co-workers.
14. Participate in a minimum of three agency events each year.
15. Abide by confidentiality required by CAV.
16. Other responsibilities as assigned by CAV Thrift Store Manager, HR/Operations Manager and Executive Director.
17. Be available to assist in other support services in the office and community as requested by the Thrift Store Manager, HR/Operations Manager and Executive Director.

Covered (“Non-Exempt”) and Not Covered (“Exempt”). All positions at CAV are classified as “covered” or “not covered” to determine if an employee qualified for overtime under state Wage and Hour laws and the Fair Labor Standards Act (FLSA). Covered, also called “Non-Exempt”, includes all employees who are paid on an hourly basis and whose job responsibilities do not fit under any category of exemption under the FLSA. These employees are entitled to “Overtime” pay as described below. Not covered, also called “Exempt”, employees include certain administrators, executives or professionals who are paid on a salary basis. A salary basis includes the hourly rate the administrator, executive or professional is assigned. The job description identifies CAV’s classification of the position as covered and not covered for the purpose of qualifications for overtime. If an employee believes CAV’s classification is incorrect, the employee should contact HR for an analysis of their position and functions.

MINIMUM QUALIFICATIONS:

High School Diploma or GED plus two-years relevant experience in retail. Must have excellent skills in; communication, sales, customer service and computer. Forty hours provider specific training at the outset of their jobs on topics essential to working with survivors of domestic violence, children who are survivors/witnesses of domestic violence and offenders and crisis intervention with a minimum of (10) hours ongoing relevant training annually.

CAV is an Equal Employment Opportunity Employer. This means that all persons are eligible to be employed, promoted or discharged, without regard to their sex, sexual orientation, race, religion, disability, age, ancestry, serious medical condition, gender identity, or national origin. CAV does not tolerate retaliation against any employee or client who filed grievance, made a complaint or questioned the handling of a discrimination charge.