



The Society of St. Vincent de Paul
of Contra Costa County

JOB ANNOUNCEMENT – STORE CLERK

Position Title: Store Clerk

Reports To: Thrift Store Manager

Description: The Store Clerk is a full/part time, non-exempt position. The Store Clerk is responsible for cashier functions at the sales desk, answering telephones, assisting customers, maintaining a safe and clean area in the store, and sorting clothing and miscellaneous household items. This position reports to the Thrift Store Manager.

Essential Duties and Responsibilities:

- Handle all cashier functions including voucher, checks and charge transactions
- Act as sales person
- Sort donated items of clothing, miscellaneous and household items into appropriate categories
- Determine whether donations are saleable. If not, sorts donation accordingly (bale or trash)
- Test functionality of donations
- Monitor and maintain product areas on store and warehouse floor
- Answer telephone in an efficient and courteous manner, offering assistance to the caller as needed
- Maintain a safe and clean working area within the store including aisles and walkways
- Provide efficient and courteous service to customers
- Assist Store Management in the pricing, stocking and displaying merchandize
- Other duties as assigned

Qualifications:

- High school graduate or equivalent
- Ability to follow instructions, change priorities and meet deadlines
- Ability to communicate and interact professionally and effectively with store personnel, volunteers and the public

Physical Demands:

Position requires standing for extended periods of time as well as the ability to bend, kneel and squat. This position also requires the ability to occasionally lift 25 pounds and/or move items up to 25 pounds. The employee may be exposed to fumes or dust, outdoor weather, moving mechanical parts and moderate to loud noise levels.

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