

# Seneca County House of Concern

## ~ JOB POSTING ~

**JOB TITLE:** Store / Sorting Room Assistant

**DEPARTMENT:** SCHOC Thrift Store

**PRIMARY WORKSITE:** Seneca Falls, NY

**START DATE: ASAP**

**JOB FUNCTION:** With the leadership support of the Thrift Store Manager, the Store / Sorting Room Assistant is part of a team that ensures the timely processing of non-food donations, and the effective / efficient operation of a gently used items Thrift Store. This position is vital to the smooth operation of both SCHOC's sorting room and Thrift Store operations. This position also assists with donation pick - ups, and light building / grounds maintenance.

**HOURS: Part Time Position (27.5 hours per week), primarily Monday – Friday 10am -3:30pm, with some flexibility for evenings and weekends.**

### **SPECIFIC DUTIES:**

#### **Store Assistance**

- Assist with various pick-ups of large donated items (furniture, appliances).
- Assist with operation of cash register, including end of day reports.
- Provide superior customer service
- Cross train in other agency departments especially Food Pantry.
- Monitor volunteers as needed.
- Assist with minor building maintenance.
- Operation of various machinery, i.e. vacuum cleaner / shampooer, lawn mower, snow blower, etc.

#### **Sort Assistance**

- Assist with incoming donations (clothing, housewares) onsite, and from donations shed.
- Assist in pricing, hanging, displays and storing donations.

#### **Supports Mission of the Agency**

- Participate in staff meetings and all department duties.
- Proactively strive to improve retail operations, through awareness, discussion, and superior customer service.
- Other duties as outlined in Position Description, by Store Manager and Agency Executive Director.

### **QUALIFICATIONS:**

**EDUCATION:** High School Diploma / GED minimum.

#### **PREFERRED EXPERIENCE:**

- Knowledge of retail operations.
- Ability to operate a cash register, and various retail related machines / equipment.
- Mechanically inclined
- Ability to lift 50lbs alone and heavier items (appliance / furniture with assistance).

### **SPECIAL REQUIREMENTS:**

- Ability to maintain absolute confidentiality regarding all records reviewed including consumer records, employee records and billing records Ability to be flexible, sensitive to and supportive of the needs of others.
- Willingness to travel and to make off site pick-ups, and various agency related runs.
- Ability to work courteously with diverse populations.

**RATE OF PAY: \$10.50 / hr.**

**Send résumé to: Julie Scott, Thrift Store Manager  
33-35 State Street, Seneca Falls, NY 13148  
email: [thriftstore@houseofconcern.org](mailto:thriftstore@houseofconcern.org)**

**Resumes due no later than: October 6th, 2017**