



Mission: Building strength and developing self-reliance for individuals and families through responsive and collaborative services.

Job Title: Thrift Store Associate

Rate of Pay: \$16-\$18/hr

Required Hours: Part-Time (20- 24 hours a week)

Job Overview

Year-round, part-time position at the Mountain Family Center (MFC) Thrift Store (Main Street Thrift). The Sales Associate will be a part of the Thrift Store and MFC team and assist with the thrift store daily operations; overall, providing the community with quality merchandise at a reasonable price. This position will report directly to the Thrift Store Team Leads (who are acting Thrift Store Managers). The overall responsibility of store operations falls to the Executive Director of MFC.

Essential Job Functions

- Maintains a high standard for customer service resulting in increased sales and productivity while maintaining a friendly shopping environment.
- Maintain a clean sales floor and overall store appearance.
- Update window, aisle, wall and rack displays frequently.
- Properly choose and display specialty priced items using specific speciality tags.
- Operate cash register

Knowledge, Abilities and Skills

- Basic knowledge of MFC programs and services.
- Ability to handle difficult/sensitive situations in a caring and professional manner.
- Ability to serve a line of people at the register and/or in a crowded store.
- Understand/support established MFC policies and procedures.
- Help assist Team Leads in researching the value of donated goods when necessary.
- Possess strong organizational skills with the ability to think quickly on your feet.
- Ability to make educated decisions.
- Possess basic computer skills (Point of Sale Systems)
- Must be able to multi-task and handle frequent interruptions.

Qualifications

- Ability to count and handle money accurately
- Maintaining a professional appearance
- Must be comfortable working in all areas of the store

- Desire to “give back” to the community and share MFC’s mission and vision
- Experience working in retail environment

Preferred Qualifications

- Experience working or volunteering with a non-profit
- Flexible Schedule
- Ability to speak and understand Spanish at a conversational level

Other Duties

- Performs related work as requested by Team Leads
- Attends Thrift Store meetings on a regular basis
- Report shift activities/concerns to Thrift Store Team Leads
- Provides compassion and understanding to MFC clients
- Sign Confidentiality Agreement

Position May Include the Following

- Other duties as assigned by the Thrift Store Leads
- The need to sub for other Sales Associates as needed

Physical Requirements

- Walk or stand 5-6 hours
- Lift or carry up to 30 pounds (minimum required)
- Climb stairs, bend, reach, hold, grasp as needed
- Wash and clean donated items as needed
- Take trash to the dumpster at main MFC office
- Using tag guns, vacuuming the store, sweeping and mopping as needed

Hours / Schedule

- Regular Schedule: Monday 9:45am-5:15pm and Saturday 9:45am-4:15pm
- Working others days as assigned
- Working up to 24 hours a week.