



3805 Marshall Street, Suite 100
Wheat Ridge, CO 80033
(P) 303.422.2133
(F) 303.422.5707
www.thefamilytree.org

Treasure Trunk Store Clerk

Description

This position reports to the Store Manager at the Family Tree Treasure Trunk Thrift Store. Provides assistance to customers, prices goods, processes merchandise in donation centers (indoor and outdoor), stocks shelves and maintains the organization and cleanliness of the store.

This is a part-time, 20-29 hours a week, non-exempt position with a hiring range of \$14.20-\$14.41 per hour working varied hours which includes weekends. Benefits information can be found on Family Tree's career page at <https://www.thefamilytree.org/careers>.

Essential Duties/Responsibilities

Participates as a member of the Treasure Trunk Team. Provides excellent customer service to all customers, clients and donors. Operates cash register, adding machine and credit card machine. Assist with donations: receive, sort, clean, hang, size, price, stock as requested. Responsible for cleaning and maintaining organization of the store.

Other Duties

Supports the mission of Family Tree. Provides feedback to manager and team to improve the thrift store. Attend staff meetings, trainings, Family Tree administrative in-service and other meetings as required by supervisor. Setting up displays and dressing mannequins.

Knowledge, Skills and Abilities

Good verbal and written communication skills. Demonstrates a positive attitude. Can accurately take payments and make change. Has the ability to switch between multiple tasks. Comfortable communicating with the general public. Is respectful to all coworkers, customers, volunteers, clients, and donors. Trustworthy and self-motivated.

Education and Formal Training

Retail and/or customer service experience preferred.

Working Environment

Retail environment, can be fast paced at times. Regular interaction with customers, clients, donors, and volunteers. Time spent outside is required during some phases of the donation process.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Activities

This position requires strength to lift and move donations. Some heavy lifting required. Regularly lifting and carrying items 20+ pounds. Ability to stand, reach and bend for extended periods of time. Hand flexibility to operate adding machine, cash register and other small electronic equipment. Ability to communicate with staff and community representatives. Must be able to use a phone and computer with or without accommodation.

Note: Job descriptions are not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated.