

# **Thrift Shop Clerk**

*Revised on July 16, 2024*

**Location:** Marion Gerrish Community Center, 39 West Broadway, Derry, NH 03038

**Employee Type:** Hours may be adjusted based on the needs of the Marion Gerrish Community Center to include coverage for vacations, vacancies, and call outs.

**POSITION ONE = Part Time; 15.5 hours/week; Tues, Thurs, Fri 4-7 pm and Saturday 9 am to 4 pm.**

**POSITION TWO = Part Time; anticipated 8.5 hours/week; Mon. 2pm to 4 pm and Sat. 9am – 4pm.**

**This position reports to:** Thrift Shop Manager & Thrift Shop Shift Supervisor

**Hourly rate : \$15 per hour**

**About us:** The Marion Gerrish Community Center is a nonprofit organization, in business for 50 years, that provides meeting space to 150 different organizations including sports teams, business groups, social service organizations, support groups, clubs and more. We also provide senior and community programming. We are open Monday – Friday 8 am to 9:45 pm and Saturday 9 am to 4:45 pm. In addition, we rent our rooms for events and business use. The main source of revenue for our nonprofit is from our Thrift Shop where customers donate their items, and we resell them at a nominal cost providing another resource for our community. The Thrift Shop is open Monday & Saturday 9 am to 4 pm and Tuesday through Friday 9 am to 7 pm. We accept donations Monday through Thursday & Saturday 9 am to 3 pm.

## **General Position Description:**

The Clerk's primary focus is processing the donations received at our busy Thrift Shop. This is a physically intense job that requires the ability to carry & move 50 lbs. The Clerk will work very closely with co-workers, Manager and Shift Supervisor. The Clerk will receive donations & bring them back for processing. The Clerk will sort through donated items based upon quality and prepare them for sale in our Thrift Shop or for recycling. A knowledge of designer, store brands and previous retail experience is helpful. The Clerk will price items and put them on the sales floor in the appropriate locations. The Thrift Shop Clerk assists in maintaining the store in a neat and orderly manner. When needed, the Thrift Shop Clerk operates the cash register in a professional manner, maintains proper money handling procedures and completes sales for our customers. The Thrift Shop Clerk will have excellent customer service skills, with a friendly and professional demeanor. Must be willing to take direction but able to think independently. Although this position reports directly to the Thrift Shop Manager, may also receive directives from the Shift Supervisor and Executive Director.

## **Key Responsibilities Include:**

- Process donations by sorting items looking for wear, cleanliness, labels & value.
- Price items appropriately as per training.
- Put prepared items onto the sales floor in appropriate locations.
- Remove donated items that are inappropriate or not sellable.
- Maintain a clean and orderly sales floor.
- Welcome customers by greeting them as they arrive at the Thrift Shop.
- Answer inquiries regarding the Thrift Shop including hours and donations accepted.
- Assist in bringing donations into proper holding area.
- Assist cashier with bagging.
- Operate cash register.

- Maintain security by following procedures for proper money handling.
- Assist with maintaining proper level of supplies for the Thrift Shop by notifying Manager.
- Contribute to team effort by effectively performing duties and communicating with coworkers.
- Willing to be interrupted, while performing required duties, to assist with Thrift Shop operations.
- Assist in cleaning all areas of the Thrift Shop including staff restroom, dressing room & work area.
- Other duties as assigned.

**Additional Requirements, Knowledge, Skills, and Experience Include:**

- Clean criminal record with required completion of NH Criminal Records Release, waived if a minor.
- Solid interpersonal and communication skills and professional demeanor.
- Demonstrate careful attention to detail.
- Strong customer service orientation.
- Resourcefulness and initiative; ability to operate with minimal supervision.
- Ability to make change & correctly work with money.
- Basic telephone skills.
- Ability to prioritize and handle multiple projects simultaneously.
- Ability to lift & move 50 pounds.
- Reliable transportation to work.

**Physical Requirement:**

While performing the duties of this job, the employee is regularly required to talk, hear, write and read. The employee is frequently required to stand and walk, use hands and fingers, reach with hands and arms and lift/move up to 50 pounds. The employee is occasionally required to sit; climb or balance; stoop; and crouch.

**By signing below, I am acknowledging that I have a thorough understanding of the job description, and nothing precludes me from performing this job as outlined above.**

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Employee Signature & Date

minor's Parent/Guardian Signature & Date

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Thrift Shop Manager Signature & Date

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Executive Director Signature & Date