

Create Healthy Thrift Shop & Boutique

JOB DESCRIPTION

Job Title: Merchandise Clerk

Exempt Status: Non-Exempt

POSITION SUMMARY:

To promote Create Healthy to the community. Ensure a clean and efficient shopping and working area for customers, volunteers, and staff. Take an active role in problem solving and implementing solutions. Providing exceptional customer service, including completing transactions with the POS system, stocking merchandise, and organizing the sales floor.

JOB RESPONSIBILITIES:

- Greet customers with a warm and friendly attitude, assist and help with customer's questions and requests.
- Efficiently and accurately process cash, credit, and debit card transactions while following proper procedures.
- Maintains store shelves by observing displays of items, removing damaged or outdated items, tidying store shelves, and providing optimum display of products
- Identifies product needs on the sales floor and communicates to the Donation Coordinator.
- Remove merchandise from the sales floor when appropriate.
- Cross train in all front-of-house areas
- Housekeeping and cleaning duties. Maintain a clean and safe work area, report any potential hazards.
- Work independently and professionally, be effective and efficient in all tasks, pay close attention to detail.
- Collaborate with team to meet sales targets and achieve excellent customer service standards.
- Assist in training and guiding new team members as needed.
- Follow policies and procedures.
- Perform additional and alternate roles at the request of supervisor.

KNOWLEDGE, SKILLS AND ABILITIES:

Work requires organizational, communication, and analytical skills generally acquired through a high school diploma or GED program. Preferred.

Must be able to lift 50 lbs. several times throughout the workday. Required.

Valid driver's license and proof of insurance. Required.

EDUCATION AND EXPERIENCE:

Required: None

Preferred: High School diploma or GED