

# The Thrift Store - Benefitting the Club for Boys

## Job Description – Crew Member

Effective 3/1/18

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**Job Summary:** Assist Crew/Maintenance Supervisor in all operations that take place on the Thrift Store lot, large donation pick-ups/deliveries using a Thrift Store vehicle, and transportation of usable/usable donations to the appropriate location.

**Reports to:** Crew/Maintenance Supervisor, Assistant Manager, Manager

**Supervises:** None, DOC Inmates as advised

**Responsibilities and Duties:**

- Greet and assist donors and customers promptly and in a welcoming manner both at the store and when making deliveries/donation pick-ups.
- Practice safety procedures at all times and in all aspects while performing your job.
- Notify Management of any accidents while on the clock, including bodily and property damage, whether it be Club property or a donor or customer's property.
- Process, repair, price and display furniture, electronics and all backlot items.
- Keep merchandise in the furniture area neat, appealing and easily accessible.
- Keep parking areas and outside perimeters of buildings neat, appealing and easily accessible. This will include snow removal.
- Keep carports, cold storage building and storage units clean, neat, and organized.
- Perform baling and pick-up of baled clothes, shoes and linens in a timely manner.
- Perform scheduled pick-up and deliveries.
- Maintain recycle program by sorting and storing all recycle items in their proper location.
- Regularly remove trash and cardboard as needed..
- Organize and store all items, boxes, and crates going into storage.
- Maintain safety, cleanliness and condition of all items in storage.
- Perform maintenance inspections and routine maintenance on all motorized vehicles/equipment and non-motorized equipment.
- Monitor and fix routine maintenance issues inside and outside of building.
- Perform all end-of-day duties.
- Bring clothing and seasonal boxes in as requested or needed.
- Maintain security of the perimeter and building including lot gates at all times and all gates, doors, entrances and exits at the time of closing.
- Test and price large appliances.
- Interact professionally with donors, customers, other staff members, and volunteers.
- Use good judgment to independently prioritize all situations arising during the work day.
- Complete work assignments safely and expeditiously.
- Maintain a clean and neat appearance that is presentable to the public at all times.
- Let management know when you are leaving

**Minimum Qualifications:**

- 16 years of age or older.
- Enrolled in high school/GED program or hold a high school diploma/GED.
- Valid driver license.
- Mechanical aptitude.

**Skills:**

- Strong customer service skills and excellent verbal communication skills.
- Self-starter that is able to work independently, stay motivated, and motivate others.
- Willingness to learn new skills and work collaboratively with others.
- Follow written and oral directions.
- Handle a variety of duties in an organized manner and follow up effectively.
- Read and navigate city maps.
- Operate and maintain all assigned equipment.
- Ability to multi-task, solve problems, work under pressure and meet deadlines.
- Must possess mature judgment, neat personal appearance, tact and discretion.

**Physical Requirements:**

- This position requires regular lifting, maneuvering, and carrying medium to heavy objects (i.e., 10 – 50 lbs.).
- Must be able to stand for extended periods, bend, squat, kneel, climb, reach above shoulder level and lift from high to low positions.
- Good manual dexterity, good hand /eye coordination and good visual acuity are required.
- Climb ladders; operate hand tools, power tools, mechanical equipment, and vehicles.
- Outdoor work that will include summer and winter weather conditions typical to western South Dakota.
- Occasional exposure to fumes, odors, dust, mists, oils, chemicals, and equipment noise.
- Occasional work in close quarters including small-enclosed rooms, narrow aisles, mechanical lofts, and crawl spaces.
- Good physical shape.

**Work Specifics:**

- Part or Full time, hourly non-exempt.
- Shifts can change due to business needs or the discretion of management.
- Weekends, special events, and selected holidays may be required.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an “at-will” basis.

*I have read and agree with the above job description.*

\_\_\_\_\_ Date \_\_\_\_\_

*(Please Sign and date)*

