

Brunswick Senior Resources Inc.

Thrift Store Job Description:

Part-Time Thrift Store Associate

- 1. Proactively and positively promotes Brunswick Senior Resources and its mission in order to encourage volunteerism, charitable giving and repeated patronage of the Thrift Store.**
- 2. Provides professional and courteous customer service on the sales floor and at the register.**
- 3. Greets customers and makes them feel welcomed as they enter the store.**
- 4. Helps maintain a well-stocked, organized and clean cash wrap (register) area.**
- 5. Develops a working knowledge of the Harbor Touch POS and accurately and efficiently processes customer transactions.**
- 6. Helps maintain an organized, clean, and well stocked sales floor that is properly merchandised.**
- 7. Capable of lifting with proper technique, up to 40lbs to help receive and process donations.**
- 8. Contributes to routine store maintenance by helping vacuum the sales floor and work areas and cleaning the bathrooms.**
- 9. Develops a knowledge of pricing donated items and contributes to the team effort of evaluating, preparing, pricing and stocking the store with donated items.**
- 10. Helps clean store front windows, display case glass and mirrors in the dressing rooms.**
- 11. Exhibits genuine environmental stewardship by constantly striving to recycle and help the Thrift Store reduce waste.**
- 12. Enthusiastically promotes the Thrift Store Website, and especially the online store, the Thrift Store Email newsletter, The Round Up, Change for Charity Campaign, and all in store promotions.**
- 13. Opens the store following proper procedures to include a walk through visual inspection, turning on all lights, fans, heaters etc. and checking for donations left outside.**
- 14. Accurately counts the bank bag and properly fills the tills with cash and coins, logs in and opens Harbor Touch POS and generates the Start of Day Report.**
- 15. Helps maintain a clean exterior in front of the store, checks for trash left outside the front of the store and empties the cigarette disposals.**
- 16. Waters plants and flowers as necessary.**

- 17. Determines if the Bank Bag is properly stocked and goes to the bank to restock if necessary.**
- 18. Closes the store following proper procedures to include making sure all doors are locked, all lights are off, all garbage emptied, and the open sign is turned OFF!**
- 19. Accurately counts out the register following written procedures, restocking the bank bag to its minimum requirement, counting the cash to be deposited and checking it against the Harbor Touch POS daily total.**
- 20. Generates the End Day Report and places it along with the receipts and Cash Receipt Form on the manager's desk.**
- 21. Fills out closing procedure checklist and leaves it in the binder for manager review.**
- 22. Communicates helpful info to the next shift by using the Notes for the Next Day clip board.**
- 23. ALSO....Prepares Bank Deposit properly by accurately counting the cash to be deposited and filling out the deposit ticket and deposit bag.**
- 24. Properly organizes the daily receipts and reports for accounting and leaves them in the manager's office for review.**
- 25. Drops Deposit in the safe, or accompanied by a co-worker, takes the day's cash to the bank night drop and makes the daily deposit.**
- 26. Acts as the Manager on Duty in the absence of the manager or assistant manager ensuring that standard operating procedures are followed and a high level of customer service and operational efficiency is maintained.**