**Brunswick Senior Resources Inc.**

**Thrift Store Job Description:**

**Part-Time Thrift Store Associate**

1. **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 30lbs 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 receiving, 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. Also, Helps maintain a clean exterior in front of the store.**
11. **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.**
12. **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.**
13. **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.**
14. **Closes the store following proper procedures to include making sure all doors are locked, all lights are off, all garbage emptied.**
15. **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.**
16. **Generates the End Day Report and places it along with the receipts and Cash Receipt Form on the manager’s desk.**
17. **Fills out closing procedure checklist and leaves it in the binder for manager review.**
18. **ALSO….Prepares Bank Deposit properly by accurately counting the cash to be deposited and filling out the deposit ticket and deposit bag.**
19. **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.**
20. **This position can average up to 20 hours per week. Shifts can be full days, half days or a combination of both. The starting rate is $11/hr.**