

**YOUR COMMUNITY CONNECTION  
OF  
OGDEN/NORTHERN UTAH  
POSITION DESCRIPTION**

**JOB TITLE:**

Thrift Store/Warehouse worker

**CLASSIFICATIONS:**

**FUNCTION:**

Under the direct supervision of the Transitional Housing Warehouse/Thrift Store Volunteer Supervisor and general supervision of the Homeless/Housing Manager, oversees all Transitional Housing Thrift Store to support Transitional Housing residents.

**DUTIES AND RESPONSABILITIES:**

1. Assist with the daily operation of the Thrift Store, including assisting in moving items from warehouse to thrift store, moving racks/carts between buildings as needed, moving non-saleable items to DI pod **NOT GARBAGE CAN**
2. Assist in maintaining cleanliness of Thrift Store facility and parking lot, e.g. but not limited to sorting hangers before sending them to warehouse, sweeping parking lot as needed, ROTATING clothing and sorting to proper rack. Returning empty carts and racks to the warehouse, Vacuuming daily
3. Take cash register readings and prepares cash turn-ins at close of each business day.
4. Supervises volunteers, as necessary.
5. Assist in maintaining records on clothing vouchers from YCC clients.
6. Receive and issue receipts for donations on a daily basis. ( Involves lifting items up to 40lbs)
7. Sort and maintain inventory to ensure efficient distribution to Transitional Housing, YCC clients and low-income community referrals.
8. Prepare merchandise for movement to Thrift Store on a daily basis.
9. Maintain liaison with Thrift Store Lead.
10. Keep warehouse clean & orderly.

Assign/Supervise volunteers to establish a team mode.

**EDUCATION AND EXPERIENCE REQUIREMENTS:**

High school education. Some retail experience helpful. Ability to work with others and supervise as necessary. Ability to work with money and operate cash register.

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<b>PRESIDENT, BOARD OF DIRECTORS</b>
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<b>EXECUTIVE DIRECTOR</b>
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Revised 10/5/17