



**CLERK I, SENIOR THRIFT
BACKROOM PROCESSOR
Part-Time, \$15.50/hr**

Please complete application & background check and submit to:
dena.perry@islandseniorservices.org

REPORTS TO: Assistant Manager, Community Thrift Store
FLSA STATUS: Hourly

POSITION SUMMARY: Responsible for providing excellence customer service in handling donations from drop off to sale.

ESSENTIAL JOB FUNCTIONS

- Accepts or denies donated items.
- Sorts and processes donated items under the direction of Processing Room Lead.
- Works with Processing Room Lead to ensure that donated items move smoothly from processing to merchandising.
- Works with Assistant Manager or Processing Room Lead and volunteers to merchandize items.

OTHER JOB FUNCTIONS

- Establishes positive relationships with customers purchasing items and encourages a positive customer service environment.
- Picks up donations at community locations on a regular basis.
- Handles cash in accordance with accepted agency standards.
- Operates cash register in accordance with store policies and procedures.
- Supports volunteers in working with Thrift Store customers.
- Other duties as assigned.

QUALIFICATIONS

Minimum Education/Experience

- High school degree or equivalent.
- Two years of experience in a retail environment.
- Ability to lift and move heavy furniture and other equipment

Preferred Experience

- Experience working in a thrift-store operation.
- Experience working with volunteers.

Knowledge, Skills, and Abilities

- Ability to communicate clearly.
- Ability to multitask.
- Ability to operate a cash register.

- Great people skills.
- Ability to handle traffic on the retail floor.
- Ability to speak with and assist customers while restocking and merchandising the retail floor in a positive and enthusiastic manner.
- Ability to work effectively in a high-energy environment.
- Organizational skills.
- Team player with ability to work with staff and volunteers.
- Strong work ethic.

Physical Demands

- Sitting/standing/walking for full work shift.
- Repetitive movements of upper extremities.
- Repetitive reaching or lifting above the shoulder.
- Frequent stooping or bending.
- Pushing or pulling a weight of 50 lb. or more using tools provided.
- Lifting or carrying a weight of 50 lbs.
- Lifting 30 lbs. above shoulder.
- Climbing stairs.
- Operation of or proximity of wood working tools, lawn mower, weed eater, and so on.
- Color acuity, reading small print, and other visual demands.
- Manual dexterity or hand/eye coordination to handle small parts/items.
- Frequent exposure to dust, heights, household cleaning chemicals, and so on.

Special Requirements

- Must have and maintain a valid Washington State Driver's License with acceptable driving record that our insurance company will approve for driving SSIC vehicles.
- Must pass a formal criminal background check as required by RCW 43.43.830.
- Might be required to lift up to 70 lbs. using tools or a team.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

The Clerk I typically works in thrift store environment and in the Whidbey Island community on behalf of the ISR Senior Thrift Store. Available to work any of the days that the store is open.