



JOB DESCRIPTION

PROGRAM / DEPT:	Senior Thrift
TITLE:	Clerk I
REPORTS TO:	Assistant Manager, Senior Thrift
LOCATION:	Senior Thrift, 5518 Woodard Freeland, WA
FLSA STATUS:	Non-exempt
SCHEDULE:	Part-time, 18 hrs a week, Thursday Friday & Saturday, 6 hours per day 10am-4pm
WAGE:	\$16.28 per hour
BENEFITS:	Twelve Paid Holidays, Vacation and Sick Leave, Employee Assistance Program, and Employee Paid Supplemental Insurance Options Available
TO APPLY:	Send your application and brief letter expressing your interest via email with 'CLERK 1' in subject line to: susan@islandseniorservices.org . Applications can be found on our jobs page: https://senior-resources.org/employment/ . For questions regarding the position or application you may call ISR at 360-321-1600.
DEADLINE:	Open until filled

POSITION SUMMARY: The Clerk 1 is responsible for providing excellent customer service while processing donations, assisting customers on the sales floor, and operating the cash register.

ESSENTIAL JOB FUNCTIONS:

1. Operates cash register in accordance with store policies and procedures.
2. Handles cash in accordance with accepted agency standards.
3. Establishes positive relationships with customers purchasing items and encourages a positive customer service environment.
4. Sorts and prices donated items under the direction of Processing Room Lead.
5. Supports volunteers in working with Thrift Store customers.
6. Other duties as assigned.

QUALIFICATIONS:

Minimum Education/Experience

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

Preferred Experience

- Two or more years of experience in a retail environment.
- 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.
- Good sense of humor and appreciation for shared laughter, keen sense of optimism, desire to learn from others and share knowledge, enjoys being around people of all ages and backgrounds, solid self-esteem, personal/professional confidence, able to clearly state needs and stand up for self and others.

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.
- 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 ISR vehicles.
- Must pass a formal criminal background check as required by RCW 43.43.830.



Island Senior Resources (ISR) is the primary provider of resources for seniors, adults with disabilities, and those who care for them in Island County, WA since 1972. For more information about our programs and services visit: www.senior-resources.org.

Senior Thrift is owned and operated by ISR. Located in Freeland, Washington, we offer new and lightly used clothing, furniture, household goods, outdoor items, tools, crafts, books, jewelry, electronics, and children's items. We provide a sustainable recycling service to the community for these items and offer low-cost merchandise to islanders and visitors alike. Proceeds benefit programs and services provided by ISR.

Our Mission

Island Senior Resources seeks to share the joys and help meet the challenges of aging in our Island County communities by providing integrated programs and services.

Our Vision

We envision an interwoven community in which aging adults and those who care for them are supported to live with dignity.

Our Staff: We hire people, not just qualifications. We respect and value our differences. We ask questions and listen to points of view until we find the best answers to every challenge. We seek individuals who can work collaboratively, value input, think creatively, and bring their experience to an environment where expertise is respected and a desire to learn and improve is encouraged. Everyone on staff is both a mentor and a learner every day. All of us are passionate about the work we do together and how we care for each other and every person who needs our help.

"I believe in the value of Island Senior Resources; that's why I work here. We improve lives every day for the individuals we serve. Each day when I go home, I know I have made a difference. It's more than a job; I'm doing what I believe in."

– Long-time staff member

Equal Opportunity Statement: Island Senior Resources is an Equal Opportunity Employer and does not and shall not discriminate based on race, color, religion (creed), gender, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. We actively seek those with diverse backgrounds and lived experiences who might broaden/deepen our organization's range of perspectives to represent better the communities we serve.

Island Senior Resources

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Freeland, WA 98249

360-321-1600

reception@islandseniorservices.org

www.senior-resources.org