

Student Employee Job Description

QUALIFICATIONS:

- Reliability and punctuality in coming for scheduled shifts. This is absolutely essential.
- Ability to work with people who are from diverse backgrounds and circumstances.
- Basic math skills and the ability to keep track of cash during a sale. (Cash register training is provided.)
- A friendly, helpful and outgoing attitude.
- Able to work well both independently and as part of a team.
- Able to accept supervision and direction.
- The ability to provide customer service in English.
- The ability to multitask, maintain a calm demeanor, and work accurately in a busy environment.
- Must be able to be work Saturday and Sunday.

AS CASHIER:

- Record sales in the cash register. Accept money for purchases and give accurate change.
- Provide friendly and courteous customer service, being attentive to customers at all times. Greet customers, answer customer questions, and take messages for the Manager when necessary.
- During slow times, keep the store tidy and organized, including organizing racks and shelves, arranging displays, and dusting. Make sure you have enough bags and paper for wrapping ready to use.

AS RECEIVER:

- Be aware that the Receiving area is potentially an environment that can be dirty and unpleasant.
- Always be friendly and courteous to our donors.
- Keep shelves and floor at receiving door cleared and clean.
- Sort through donations, starting with housewares then moving onto the clothing bin.
- Learn where all donated items are to be placed. If you are not sure, ask someone.
- Move full clothing bins into sorting room when asked or you notice they are needed.
- Any cardboard boxes that are suitable for using at cash counter, set aside and take to front when asked or time permits.

- Stack culled bags of clothing in outgoing bin and empty bins in appropriate manner.
- Be attentive to any activity outside the receiving doors such as customers and donors.
- At end of shift, empty bins above counter, breakdown cardboard boxes, empty garbage, and recycling, sweep floor.

AS SORTING ROOM & HOUSEWARES PERSON:

- Clothing is examined for defects and then placed on hangers. See hanger handbook for which hangers to use for each type of clothing. Tag each item with coloured tag.
- Once on hangers, clothing is sorted on racks according to type.
- Before store opening, all racks of clothing should be brought out to sales floor and emptied.
- During opening hours, clothing can be put out as required.
- Houseware items are examined for defects and priced according to price list.
- At end of shift, empty garbage, and recycling, sweep floor and tidy countertop.

DRESS CODE:

- It is our objective not only to assure neat and appropriate appearance while on the job, but also to assure safety on the job. You are expected to project a professional image, to be clean, well groomed, and appropriately dressed for a work situation.
- Must wear closed toe shoes.
- You will be given an apron and nametag to wear at all times while on the job.
- If an employee's clothing is not appropriate, the individual may be sent home to change.

TIME COMMITMENT and EXPECTATIONS:

- A minimum number of hours will be assigned each week, students can choose to work additional hours if asked, determined by seasonal needs and circumstances. Could lead to full-time summer employment.
- Personal cell phone not to be used while working.