



## **EUMA (ERIE UNITED METHODIST ALLIANCE, INC.) JOB DESCRIPTION**

**POSITION TITLE:** Rainbow Connection Thrift Store Clerk

**BASIC JOB FUNCTION:** Responsible for receiving and sorting donations, accepting payments and making change for customers, distribution of clothing and household goods to those bearing vouchers.

**REPORTS TO:** Rainbow Connection Thrift Store Manager

**WORK HOURS:** Part-time opportunities available  
\$9.00-9.95 hour

**ESSENTIAL JOB TASKS** | Provide excellent customer service. Sort and prepare donations for sale. Follow all cash handling procedures.

### **RESPONSIBILITIES:**

The following reflects management's definition of essential functions for this job but does not restrict the tasks that may be assigned. Management may assign or reassign duties and responsibilities to this job at any time due to reasonable accommodation or other reasons. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

- Provide customer service by greeting customers, responding to customer inquiries and managing complaints.
- Open and close store when needed;
- Check people in and out using EUMA's point of sale;
- Stock shelves, counters or tables with merchandise.
- Stamp, mark or tag prices on merchandise.
- Accept payment and make change. Wrap or bag merchandise for customers.
- Receive and sort donations into proper bins.
- Clean or provide minor repairs to merchandise as needed.
- Test donated items to ensure functional prior to being placed on sale floor.
- Fulfill clothing and merchandise vouchers for clients; and
- Perform other duties as assigned by Rainbow Store Manager.

### **QUALIFICATIONS:**

- Commitment to the EUMA's mission and core values
- High school diploma or GED required.
- Retail and customer service experience preferred;
- Must have or be able to obtain Acts 33/34 clearances and FBI Fingerprinting;

**SKILLS NEEDED:**

- Excellent inter-personal and verbal communication skills;
- Maturity, good judgment, flexibility and a positive attitude;
- Ability to multi-task and shift gears quickly with good organizational skills;
- Ability to work comfortably with people of diverse backgrounds and unusual lifestyles in a non-judgmental manner;
- Ability to interact professionally with staff, customers and other members of community;
- Initiative, ability to work independently under general supervision, with a highly developed sense of personal and professional responsibility.

**PHYSICAL DEMANDS:**

- While performing the duties of this job, the employee is regularly required to talk and hear.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling and climbing all day.
- The employee must frequently lift and/or move items that weigh more than 50 pounds.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_