



Help Center, Inc. Job Description

revised 2022 May

Program: Sacks Thrift Contact: sacksthrittoffice@gmail.com for questions

Position: Sales Associate. Hourly position with a six-month probationary period. Background check required as prerequisite to hiring

Benefits: Prorated sick leave from date of hire, vacation retroactive after six-month probation, and prorated contribution toward health insurance after one month for those who work over 20 hours a week. 50% off all store merchandise.

Pay Scale: Starting at 14.00 per hour, opportunity of a raise after probationary period (6 months)

Position Overview: A Sacks Thrift Sales Associate (SA) participates in the operation of Sacks Thrift Store, which is the **revenue generator for Help Center, Inc.** The SA participates directly in customer service, volunteer task-delegation, donation processing, stocking sales areas, operating the cash register, answering phones, and **other duties relevant to smooth thrift store operations.**

Sacks Thrift is a nonprofit local thrift store, operating with public donations of merchandise to support Help Center, Inc. programs, including a 24-Hour Crisis, Suicide & Resource line, Sexual Assault Counseling Center, Child Advocacy Center and Hearts & Homes Family Resource Center. Voted #1 Thrift Store in Bozeman, Sacks carries a wide variety of clothing, housewares, books, domestics, furniture, jewelry, collectibles, and antiques. All proceeds stay local.

Required Knowledge and Skills:

- Ability to present a professional demeanor towards customers, coworkers, volunteers, and supervisors
- Maintaining professional boundaries at all times with people of diverse backgrounds
- Ability to reach repeatedly above and below chest level, and to perform manual labor including but not limiting to lifting 25+ pounds and maintaining balance carrying items up and down the stairs on a regular basis
- Courteous, efficient phone and interpersonal communication skills
- Ability to work independently as well as in a team setting
- Work effectively under stressful conditions, and the ability to respond quickly to change
- Commitment to the values and activities of Help Center, Inc.

Preferred Qualifications:

- Two or more years of experience in a non-profit and/or people-oriented position. Retail experience helpful, bonus points for Thrift Store specific history!
- Cash register knowledge as well as basic cash/credit card handling
- Ability to organize, prioritize multiple projects at once

Primary Duties and Responsibilities:

- Maintain regular and timely attendance, adhering to the posted schedule or notifying the store manager ASAP if an emergency prevents this
- Assisting customers and volunteers with many different needs courteously
- When assigned, operating cash register, pricing/tagging/cleaning when possible
- When assigned, sorting usable donations and rejecting /recycling unusable donations
- Utilizing price guides and the internet to price consistently and accurately
- Participate in store cleanliness, safety, and merchandise presentation
- Ability to work efficiently alone, as well as in a team while performing all duties

- Keep up with and participate in store-related communications, such as: bulletin board notes, emails, texts, and staff meetings
- Maintain confidentiality of donor, customer, and staff records and any other in-store business
- Reports to Sacks Store Manager