

Parents & Friends, Inc.
Job Description

Paul Bunyan Thrift Store Retail Clerk

FLSA Status: Non- Exempt

Job Summary

The Retail Clerk handles the daily operations of Paul Bunyan Thrift Shop, focusing on the processing and sales aspects to ensure effective turnover of goods and customer satisfaction. The clerk is instrumental in maintaining the quality and organization of inventory, from initial pricing to final sale.

Job Duties

- Accept or refuse donations politely and make logistical recommendations to the manager
- Engage with the public and coworkers in a respectful and supportive manner
- Handle furniture and heavy goods, assisting with movement and arrangement as needed
- Maintain a clean and organized store appearance to enhance shopping experience
- Make informed decisions on inventory rotation and disposal of non-sellable items
- Open and close the store, manage the cash register, and ensure secure cash handling
- Price clothing and hard goods accurately based on quality and market value
- Provide excellent customer service by assisting customers with purchases and inquiries
- Sort and categorize donations for efficient inventory management and display
- Other duties as assigned

Qualifications

- Previous retail experience preferred
- Ability to lift 25 pounds
- Ability to stand, walk, bend, and sit for extended periods of time
- California Driver's License preferred
- Strong interpersonal skills and the ability to work effectively with a diverse team.
- Physical ability to lift and move heavy items, and if required, drive a van with a trailer.

Supervises: None

Reports to: Paul Bunyan Thrift Shop Manager

I have read and understand the above Job Description.

Signature of Employee

Date