

# **THE THRIFT STORE – Benefiting the Club for Boys**

## **Job Description – Clothing Processor**

3/01/2018

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**Job Summary:** The Clothing Processor is responsible for processing all incoming clothing items in a fast and efficient manner and distribute items in a timely manner.

### **Reports To:**

- Thrift Store Manager, Assistant Manager, Clothing Supervisor

### **Supervises:**

- Jr Retailers and Volunteers on an as needed basis.
- May be asked to supervise DOC Inmates

### **Minimum Requirements:**

- High School diploma or equivalent.
- Two years of retail or similar experience.
- Excellent knowledge of clothing, including recent styles, trends, brand names and prices.

### **Skills:**

- Be a self-starter and be able to work independently.
- Willing to learn new skills, train, guide, and work collaboratively with others.
- Follow written and oral directions.
- Handle a variety of duties in an organized manner and follow up effectively.
- Ability to multi-task and stay focused.
- Excellent verbal and written communication skills.
- Strong customer service skills.

### **Responsibilities:**

- Interact professionally with donors, customers, management, and other staff members.
- Help prepare for scheduled clothing sales.
- Independently analyze situations arising during the work day and use good judgment to prioritize.
- Identify quality clothing to produce the maximum income.
- Check all pockets on all types of clothing for money and other valuables that may have been left by donors and turn all monetary bills into management.
- Test all zippers on clothing that will be sold, especially on jeans and jackets.
- Ensure buttons and zippers are closed on all clothing before they are put in hanging carts or boxes.
- Send all knit hats, gloves, and other soft clothing items that are unfit for sale to the baler, or to the dump trailer if the item is contaminated with cat urine, feces, blood, gas, mold, or other toxic or noxious substances.
- Be watchful for name brand clothing and other high-end clothing items that could be marked at a higher price.
- Organize seasonal items by keeping seasonal boxes in order; packing, labeling, and storing boxes when full; and preparing a new box for that category when box is full.
- Set up, and maintain an organized work area.

- Independently keep up to date on styles and fashion.
- Sort all holiday clothing to appropriate boxes (i.e.; Halloween, Christmas, and Valentine’s Day). Some clothing items, such as out of date items, may not be sellable but are usable as Halloween items
- Keep laundry done up.
- Maintain a clean and neat appearance, presentable to public at all times.
- Assist in answering the phones.
- At the end of day clean and prepare work area for next day .

**Physical Requirements:**

- Ability to lift, maneuver, and carry medium to heavy objects (i.e. 10 – 50 lbs.).
- Must be able to stand for extended periods, bend, squat, kneel, climb, reach above shoulder level and lift from high to low positions.
- Climb steps, inclines and ladders.

**Shift Schedule:**

- 29 to 40 hours per week, hourly non-exempt or as set forth by Manager or Assistant Manager.
- Shifts include Saturdays.

To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty p This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws. proficiently. Continued employment remains on an “at-will” basis.

*I have read and agree with the above job description.*

\_\_\_\_\_ Date \_\_\_\_\_  
 (Please Sign and Date)

