Position: Rummage Store Associate  
Job Status: Non-Exempt  
Reports to: Rummage Store Manager  
Revision Date: 2/16/2022  

Summary:  
Responsible for efficiently sorting incoming donations, processing sales transactions, merchandising inventory, providing excellent customer service to donors and colleagues.

Essential Duties and Functions:  
- Sorts, prices and stocks merchandise/donations.  
- Provides prompt, courteous and excellent service to all customers, colleagues, and volunteers.  
- Operates cash register in completing sales transactions.  
- Maintains store cleanliness on an ongoing basis.  
- Cultivates positive customer relations through professional and courteous actions and works cooperatively with all customers, employees, volunteers and vendors.  
- Works efficiently and effectively in a team environment.  
- Performs other duties as assigned.

Physical Requirements and Work Environment:  
- Must be able to lift and transport materials weighing up to 50 pounds.  
- Must be able and willing to handle animals effectively and humanely.  
- Must have a high level of manual dexterity.  
- Must be able to repeatedly bend and squat.  
- Must be able to stand for significant periods of time.  
- Must be available to work weekends and holidays on a regular basis.  
- Must not have any allergic conditions aggravated by exposure to animals.

Qualifications:  
- High School Diploma or GED required.  
- Minimum of two years in retail/customer service preferred.  
- Experience using POS systems, processing sales transaction, and balancing sales reports preferred.