



## Longmont Humane Society Thrift Store Associate Job Description

**Job Title:** Thrift Store Associate

**FLSA Status:** Part-Time, Non-Exempt

**Date Effective:** January 5, 2018

### **Essential Duties and Responsibilities:**

- Assists the Thrift Store Manager with daily store operations including:
- Opening and closing the store
- Handling financial transactions, i.e. cash register, credit card machine, bank deposits, etc.
- Assisting customers with donations and purchases
- Working with and training volunteers/community service volunteers
- Maintaining cleanliness of the facility
- Receiving, sorting, pricing and stocking donated items
- Represents LHS in a positive and professional manner at all times

### **Job Qualifications:**

- At least one year of experience with a cash register
- Prior retail, sales, and/or cash handling experience
- Valid drivers license with a good driving record; must be able to qualify for commercial auto insurance coverage, which applies when driving a company vehicle or a personal vehicle for business use
- Must be willing to work at, and travel to and from, multiple locations including the animal shelter and the post office for online purchase shipments
- Demonstrated excellent verbal and written communication skills; excellent interpersonal communication skills
- Excellent customer service, mathematical and critical thinking skills
- Ability to use a computer, telephone, and cash register
- Ability to utilize effective problem solving/decision making skills
- Ability to maintain composure and effectiveness under pressure and changing conditions
- Excellent organizational skills; ability to set and accomplish work in order of priority

### **Working Conditions:**

- Exposure to all weather conditions when working outdoors accepting donations
- Occasional lifting of large items up to 40 pounds
- Frequent use of cash register, computer, and telephone
- Frequent standing for long periods of time, walking, bending, and lifting



## **Longmont Humane Society**

### **To Apply:**

Please email your cover letter, resume, and salary requirements to Tracy Warden, HR Director, at [Tracy@longmonthumane.org](mailto:Tracy@longmonthumane.org). Be sure to reference the thrift store position in the subject of your email. Thank you for your interest!

### **About Us:**

Every employee of the Longmont Humane Society (a 501(c)(3) non-profit organization) is dedicated to our mission: Caring, serving, and educating to improve the lives of companion animals. Here are some recent survey responses from our clients:

LHS provides a variety of benefits to all employees, including discounted veterinary care, pet supplies, and thrift store items, plus waived adoption and dog training class fees. For more information, please visit our website at [www.longmonthumane.org](http://www.longmonthumane.org).