



**Thrift Store Flex Worker Application**

**Applicant Information**

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last First M.I.

Address: \_\_\_\_\_  
Street Address Apartment/Unit #  
City State ZIP Code

Phone: ( ) E-mail Address:

Date Available: \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_  
Position Applied for:

Are you a citizen of the United States? YES NO YES NO  
Have you ever worked for this Private Org? YES NO If no, are you authorized to work in the U.S.? YES NO  
Have you ever been convicted of a felony? YES NO If yes, when?  
If yes, explain:

**Education**

High School: Address :  
From: To: Did you graduate? YES NO Degree:  
College: Address :  
From: To: Did you graduate? YES NO Degree:  
Other: Address :  
From: To: Did you graduate? YES NO Degree:

**References**

Please list three professional references.  
Full Name: \_\_\_\_\_ Relationship :  
Company: \_\_\_\_\_ Phone: ( )  
Address :  
Full Name: \_\_\_\_\_ Relationship :  
Company: \_\_\_\_\_ Phone: ( )  
Address :  
Full Name: \_\_\_\_\_ Relationship :

Company:  
Address  
:

Phone: (    )

**Previous Employment**

Company:

Phone: (    )

Address:

Supervisor:

Job Title:  
Responsibilities  
:

Starting Salary: \$

Ending Salary: \$

From:                      To:  
May we contact your previous supervisor for a  
reference?

Reason for  
Leaving:

YES

NO

Company:

Phone: (    )

Address:

Supervisor:

Job Title:  
Responsibilities  
:

Starting Salary: \$

Ending Salary: \$

From:                      To:  
May we contact your previous supervisor for a  
reference?

Reason for  
Leaving:

YES

NO

Company:

Phone: (    )

Address:

Supervisor:

Job Title:  
Responsibilities  
:

Starting Salary: \$

Ending Salary: \$

From:                      To:  
May we contact your previous supervisor for a  
reference?

Reason for  
Leaving:

YES

NO

**Military Service**

Branch

:

From:

To:

Rank at Discharge:

Type of Discharge:

If other than honorable, explain:

**Disclaimer and Signature**

*I certify that my answers are true and complete to the best of my knowledge.*

*If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**JOB TITLE:** Thrift Store Assistant FLEX  
**REPORTS TO:** Thrift Store Manager  
**TIME COMMITMENT:** As needed (50 hours monthly MAX)  
**STARTING SALARY:** \$7.25/Hour

### **Essential Functions**

1. Store Merchandising
  - a. Assist with store operations, including opening, and closing the store; procedures for accepting, sorting, pricing donations; security procedures volunteers, handling of cash, and other relevant procedures as needed.
  - b. Assist with the processing of donated items, manages the rotation of items and the disposal of donated items in a timely fashion.
    - i. Processes include: sorting, tagging, displaying and disposing of donated items, providing leadership to volunteers; sets standards for merchandise and communicates same.
  - c. Assists with managing supply inventory.
  - d. Experience with "point of sale," inventory systems/procedures.
2. Agency Management
  - a. Collaborates and communicates with Thrift Store Manager and volunteers to remain consistent in policies and procedures regarding sales and donations.
  - b. Adheres to all agency policies and procedures.
  - c. Completes and submits all required and assigned paperwork in a timely and accurate manner.
3. Staff Support
  - a. Assists with supervision of store volunteers; helps with recruiting of volunteers.
  - b. Assists with hourly volunteer log; ensures volunteers are signing in and out.
  - c. Consults with Thrift Store Manager on a regular basis, addressing concerns and sharing ideas.
4. Marketing & Promotion
  - a. Analyzes sales and current inventory in order to provide projections and recommendations to retain customers and increase sales.
  - b. Oversees the display of merchandise inside the store to enhance the appearance and appeal of the store.
  - c. Assists with promoting sale items or product highlights on the Thrift Store Facebook page.
  - d. Markets and promotes the Thrift Store in a positive way at all times.
  - e. Attends Saturday Sales day, once a month unless otherwise arranged.
5. Customer Service
  - a. Provide service to customers according to standards and ensures volunteers follow same standards.
  - b. Promote excellence in the customer service experience for all visitors to the thrift store.
  - c. Assists with keeping Thrift Store clean, organized, and trash free; walkways, entry ways, and porch areas to be donation and debris free.
6. Financial Management
  - a. Uses agency resources (financial and non-financial) prudently.
  - b. Acknowledges and follows financial policies of the agency.

### **Other Responsibilities**

1. Perform other duties as required.

### **Community, Private Organization, & Business Culture**

The business and social environment we operate in has changed. What worked yesterday may not work today and will likely not work tomorrow. To thrive, we must incorporate new ways of thinking and embrace new practices. As part of our individual and cultural change process, it is critical that all employees of SCSC Thrift Store aspire to the following:

- *A commitment to the SCSC mission, vision, and values;*

- *A commitment to excellence in everything we do;*
- *A commitment to accreditation as well as performance and quality improvement;*
- *A commitment to outcomes and measured results;*
- *A commitment to innovation and to what is possible.*

### **Education, Experience, and Skills Required**

1. Retail/resale experience.
2. Experience overseeing volunteers is a plus.
3. Reliable and trustworthy; sound decision-making skills.
4. Strong verbal, writing & organizational skills.
5. Proficiency in Windows, database programs, and Microsoft Office.
6. Demonstrated ability to serve clients in a professional, welcoming, and efficient manner.
7. Cooperative, friendly, and helpful attitude with clients and co-workers. Ability to work closely with other employees to ensure positive, constructive environment within the Thrift Store, and throughout SCSC.
8. Ability to thrive in a flexible environment, while maintaining a sense of humor and a positive, solution-oriented approach.
9. Passion and enthusiasm for the mission of the Thrift Store, SCSC, and its members.
10. Ability to maintain a flexible schedule with availability to work Saturdays and/or evenings, as needed.
11. Ability to work independently and in a team setting.

### **Physical Requirements**

1. Requires ability to sit up to 3-7 hours per day with frequent walking, standing, bending, squatting, pulling and pushing.
2. Requires ability to keyboard at computer for up to 4 hours per day.
3. Occasionally may be required to lift items up to 50 pounds.
4. Occasionally may be required to carry items up to 30 pounds for distances up to 25 feet.

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### **Equal Opportunity Employer**

For Application: Visit our website <https://www.facebook.com/SpangdahlemThriftStore/>

**\*\*\*NOTE: Completed application must accompany resume for consideration.**  
**Please email your resume and completed application to: [thriftstore.sabercsc@gmail.com](mailto:thriftstore.sabercsc@gmail.com)**

**Preferred start date: Mid January, beginning of February**

**Filing Deadline: January 6 2021**