

Position Description

Job Title: Team Member
Date: February 2009
Department: Retail
Prepared By: Human Resources
FLSA Status: Non-exempt
Reports to: Team Leader I, II, or III
Supervises: N/A
Remote Access: Not available for this position

Approved by:



 Joanne Pickett
 CEO

JOB SUMMARY:

The position requires the ability to meet and communicate easily with the public. Customer awareness, product knowledge, stocking, inventory control, teamwork, and cash register operations are basic functions. Team members are responsible for accepting and processing donated materials for sale and/or storage.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

General

1. Promote a safe, accident free, and healthy work environment by performing duties in a safe manner according to agency safety policy and procedures.
2. Assist customers with finding merchandise and answer customers' questions in a friendly and courteous manner.
3. Utilize teamwork to achieve the goals of the location including meeting individual attendance, quality, and production expectations.
4. Must be dependable, prompt, willing and able to follow directions, and able to get along with others.
5. Use time efficiently avoiding side distractions and excess talking during work hours.
6. Keep work areas tidy during shift and ensure clean work areas at the end of all shifts. This includes but is not limited to vacuuming, dusting, and cleaning shelves, counters, racks, floors, aisles, restrooms, dressing rooms or other general cleaning tasks as assigned.
7. Must abide by production/transportation policies as well as employee handbook policies.
8. Report to manager any supplies needed and anything needing attention.
9. May be responsible for opening or closing the store.
10. Other duties as assigned.

Cashier

11. Obtain merchandise, total sales, accept payment through cash or credit card and make change for customers using the cash register.
12. Accurately account for sales of merchandise with current pricing and sales guidelines.
13. Responsible to ensure that start up and closing cash in the drawer is the proper amount. Removes and records amount of cash in register at end of shift and fills out daily balance sheet. Drops deposit appropriately in safe.
14. Bags merchandise for customers.

Initials _____

Production

- 15. Accept donations at the door in a proper manner and fill out receipt properly if receipt is requested.
- 16. Transport goods processed and unprocessed carefully to proper areas.
- 17. Process and prepare items as assigned for sale, shipment, and storage, monitoring quality at each step.
- 18. Stocks racks, shelves, and counters with merchandise according to style, color, size, and department.
- 19. Identifies and rotates inventory.
- 20. Disposal of non-salable goods with approval of supervisor.

EDUCATION and/or EXPERIENCE:

High school diploma, general education degree (GED), or one to three months related experience preferred.

SKILLS:

- 1. Accurately count change back from payment without the assistance of any device.
- 2. Read, write, and comprehend simple instructions, short correspondence, and memos.
- 3. Effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
- 4. Make basic decisions in situations based on previous knowledge and training.

CERTIFICATES, LICENSES, AND CONTINUING EDUCATION:

PHYSICAL DEMANDS:

Medium: Lifting 50 pounds or more occasionally with frequent lifting and/or carrying, pushing and/or pulling of objects weighing up to 25 pounds.

WORK ENVIRONMENT:

Moderate: Occasionally exposed to extreme environmental conditions (temperature, noise, fumes, dust, etc.)

JOB DESCRIPTION REVIEW:

I have discussed this job description and the position offered to me with a Human Resource Representative. I am able to perform the essential functions of this position with or without accommodation. I understand that if I will need an accommodation for this position, I should write down suggestions of accommodations on this job description below.

I understand this job description and its requirements and that I am expected to complete all duties as assigned. I understand the job functions may be changed from time to time.

Employee Signature

Date

Supervisor or Orientation Leader

Date

cc: Personnel File
Employee