



Catholic Charities Volunteer Position Description

Position Title: Fresno Thrift Store Volunteer

Department: Thrift Store

Reports to: Thrift Store Supervisor

Summary: Volunteer must be able to take direction from the Thrift Store supervisor. A Thrift Store volunteer will have a variety of duties. They will be involved with greeting incoming guests and if client is receiving services, volunteer will collect clothing tickets and direct clients to the appropriate areas in which to choose clothing and shoes. Volunteers may also be involved in the sorting room in which they may be directed to sort and hang clothing; keeping in mind the standards we have for the quality of clothing we offer in our store. This person may also be involved with moving displays and arranging displays as supervisor deems necessary.

Essential Duties and Responsibilities include, but are not limited to the following. Other duties may be assigned.

- Service all customers with dignity and respect.
- Aid clients in finding clothing as per their needs.
- Enter clothing referral tags into database.
- Sort clothing according to gender and age.
- Hang clothing, remove hangers without clothing.
- Keep thrift store clean and free from debris or trash.
- Keep sorting room clean and free from debris or trash.
- Train on cash register, must be able to count money with the manager, use a calculator and give correct change.

Physical Demands: The physical demands described here are representative of those that must be met by a volunteer to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions;

- Requires the ability to stand for long periods of time.
- Occasionally may be required to lift items up to 10 pounds.

Work Environment: The work environment characteristics described here are representative of those a volunteer encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Typical warehouse environment with normal conversational noise levels.
- Adjacent to the food warehouse with occasional forklift and truck noises.
- Adjacent to selling floor environment with normal conversational noise levels.
- Temperatures may vary depending upon time of year
- For safety and protection, jeans/pants and closed toe shoes must be worn at all times.