



THRIFT STORE

POSITION DESCRIPTION

POSITION TITLE: Wise Buys Volunteer Backroom Organizer

PROGRAM: Wise Buys

RESPONSIBLE TO: Wise Buys Store Manager

POSITION SUMMARY: Contribute to Wise Buys' generation of profits for Lydia Place programs by maintaining backroom organization.

EXPECTATIONS AND COMMITMENT:

- Weekly 4-hour commitment.
- Shifts are Tuesday-Saturday 9:50-1:30 or 1:30-5:30
- 4-month minimum commitment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Ensure efficient organization of the back room.
- Ensure proper labeling of all bins.
- Keep re-donation areas neat and organized.
- Purge bins as needed.
- Transfer bins from donation area as needed.
- Keep storage loft organized and move bins in or out of the loft.
- Maintain merchandising supplies.

SKILLS AND ABILITIES:

- Attention to detail and highly organized.
- Able to lift 50 pounds.
- Able to climb a ladder and lift bins into and down from the loft.
- Ability to work independently and make proactive decisions.
- Ability to take direction and comply with policies and procedures.
- Adapt easily to change.
- Ability to communicate with clarity.
- Commitment to the profitability and success of the store.
- Embrace diversity in the work place.
- Support Lydia Place mission.

BENEFITS:

- Meet a variety of people and make new friends.
- Be the first to see new merchandise.
- Feel good knowing your efforts support Lydia Place programs.