GRACE BRIDGE STORE BACKROOM ASSOCIATE

Classification: Non-Exempt
Hourly Range: $12.00 - $13.00 per hour.

Reports to: Store Manager
Date: October 3, 2023

JOB DESCRIPTION

The Store Backroom Associate's primary job is to help with product intake, sorting of donated items, and loading / unloading trailer for transit to and from our Celina warehouse. This role will also help with custodial maintenance and general organization of the resale store. In addition, this team member could assist with product pickup from our offsite warehouse from time to time. All resale store team members work closely with donors, community members and business leaders. It is important this person have good communication skills, a desire to serve others as well as a strong work ethic.

DUTIES AND RESPONSIBILITIES

- Unloading donations from both storage and trailer delivered from warehouse.
- Loading trailers/trucks for customers.
- Custodial duties such as sweeping, removal of trash, cleaning the bathroom as needed.
- Committed to providing excellent customer service.
- Ability and willingness to move with purpose and a strong sense of urgency.
- Accuracy and attention to detail.
- Ability to organize and prioritize a variety of tasks/projects.
- Maintain back room so items are readily accessible for store employees to price and sell.
- Clean any furniture if needed before going on the sales floor.
- Make sure all donated items are in working order.
- Help sales associates and management team with merchandising the sales floor.

QUALIFICATIONS AND SKILLS

- Requires ability to lift up to 80 lbs. and be on your feet for long periods of time.
- Must work some weekends and holidays.
- Must be able to work outside in hot/cold temperatures.