



## Charlottesville Albemarle SPCA Job Description

**Position:** Rummage Store Associate  
**Job Status:** Non-Exempt  
**Reports to:** Rummage Store Manager  
**Revision Date:** 1/7/17

### Summary:

Responsible for efficiently sorting incoming donations, processing sales transactions, merchandising inventory, providing excellent customer service to donors and colleagues.

### Essential Duties and Functions:

- Sorts, prices and stocks merchandise/donations.
- Provides prompt, courteous and excellent service to all customers, colleagues, and volunteers.
- Operates cash register in completing sales transactions.
- Maintains store cleanliness on an ongoing basis.
- Cultivates positive customer relations through professional and courteous actions and works cooperatively with all customers, employees, volunteers and vendors.
- Works efficiently and effectively in a team environment.
- Performs other duties as assigned.

### Physical Requirements and Work Environment

- Must be able to lift and transport materials weighing up to 50 pounds.
- Must be able and willing to handle animals effectively and humanely.
- Must have a high level of manual dexterity.
- Must be able to repeatedly bend and squat.
- Must be able to stand for significant periods.
- Must be available to work weekends and holidays on a regular basis.
- Must be in good health with no allergic condition, aggravated by exposure to animals.

### Qualifications:

- High school degree preferred.
- Minimum of 2 years in retail/customer service preferred.
- Experience using POS systems, processing sales transaction, and balancing sales reports preferred.

### Employee Acknowledgement:

Signature of Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_