

Description

JOB TITLE: SALES ASSOCIATE

DEPARTMENT: RETAIL – Delivery and Pickup Driver

IMMEDIATE SUPERVISOR: STORE MANAGER

QUALIFICATIONS:

- Must be a minimum of 18 years of age.
- Must be able to operate POS/Cash Register.
- Must pass background check, which will include Criminal History and Sex Offender Registry.
- Must have valid Washington driver's license
- Be able to communicate effectively.
- ~ Must have excellent customer service

PHYSICAL REQUIREMENTS:

- Ability to sit, walk, stand, bend, squat, climb, kneel, and twist on an intermittent or continuous basis.
- Ability to grasp, push, pull objects such as files, file cabinet drawers, clothing carts, merchandise carts, rolling clothing racks, fixtures, furniture dollies, platform trucks and carts, hand trucks and miscellaneous carts.
- Ability to operate a wireless phone or radio.
- Ability to operate a motor vehicle
- Ability to lift up to 50lbs
- Ability to perform various repetitive motion tasks
- Ability to follow directions and follow through assigned tasks in a timely manner

ESSENTIAL JOB DUTIES:

1. Plan daily route based on pick-ups assigned. Keep record of mileage and locations.
2. Ensure that all calls are made as scheduled and that care is taken to insure the security and safe handling of all donated goods and materials.
3. Instruct and supervise truck helper, keeping in mind that helper maybe a volunteer and that good personal and professional work habits are taught by example, as well as by instruction.
4. Responsible for developing assigned route, including bagging on both sides and across the street of each donation pick-up.
5. Responsible for the safety and security of the truck and equipment, including securing the hand-truck at the end of the day. Complete Truck Inspection Report daily and report maintenance and safety conditions.
6. Promptly report to immediate supervisor all accidents involving truck, personal injury or property damage
7. Act as the representative of WAIF and ensure that all customers are treated courteously. Immediately report all problems that occur during delivery and donation pick-ups to supervisor.
8. Must maintain a neat appearance.
9. Responsible for the loading and unloading of assigned truck. Assist in the loading or unloading of other trucks as requested.
10. Responsible for cleaning and maintaining WAIF vehicle.
11. Responsible for cleaning, pricing and displaying furniture

12. Overtime. Any and all overtime must have the written approval of the Freeland WAIF Thrift store managers. His/her initials must appear on the time card beside the overtime hours.
13. Other duties and responsibilities may be assigned, from time to time, by the Freeland WAIF Thrift store managers.

REMEMBER:

~ Safety first. Keep in mind of your personal safety. Ask for help when lifting heavy, acquired and or large donations.

- No truck is to be off its assigned route without the specific permission of the Store Manager.
- Each truck is to proceed to its assigned route by the shortest, most direct way.
- No truck may be parked for any reason without first notifying the Freeland WAIF Thrift store.