



GOODWILL INDUSTRIES OF NORTHEASTERN PA
925 PROSPECT AVENUE, SCRANTON, PA 18505
www.goodwillnepa.org | (570) 343-1166

JOB DESCRIPTION

Position: Store Clerk/Processor

Supervisor: Store Manager

Basic Function: Prepares donated goods and other products for sales floor. Handles cash register operation and projects a positive image of Goodwill Industries during contact with the general public. Performs general janitorial duties for the store.

Specific Duties and Responsibilities:

- Processes donations in variety of departments. Designates what is saleable; prices unmarked items, size clothing and display other items on sales floor.
- Rotates merchandise already on display by following the schedule of rotation, for each department. Keeps departments well stocked.
- Maintains a presentable sales floor by keeping rack items neatly hung, bins straightened, wares organized, displays attractive, etc. Dusts, sweeps and performs other cleaning duties as necessary.
- Handles cash register duties as assigned.
- Promotes customer satisfaction. Maintains a pleasant and polite manner. Presents neat and clean appearance.
- Assists customers in location and selection of merchandise. Informs customers of store policies and procedures.
- Accepts donations and provides donors with appropriate receipt.
- Completes paperwork as assigned.
- Performs other duties as assigned.

Requirements:

- Must be able to stand for entire shift.
- Must be physically able to carry out job duties and responsibilities that would include processing, hanging, pulling, pushing, bending, reaching, lifting, grasping, etc.

Job Specifications:

- Ability to read and write English and perform simple mathematical computations.
- Knowledge of or a capacity to learn merchandising, customer relations, cash register operations.
- Knowledge of retail operations helpful.
- Physical tolerance to meet lifting and moving requirements of the job.
- Lifting up to 50 lbs.
- Standing up to 8 hours per day; reaching up to 3 hours per day.

Hours: Store hours are Monday through Saturday 10:00 a.m. - 8:00 p.m. and Sundays 12:00 p.m. - 5:00 p.m. Part-time employees not to exceed 30 hours per week. Schedule is varied and depends on the needs of the store. Position will include weekend and evening hours.

I hereby acknowledge that I have read, understand, and fully accept the duties and responsibilities associated with this job description.

Employee: _____

Date: _____