BRIGHTSIDE
ANIMAL CENTER

Job Title: Thrift Store Support Associate

Reports to: Thrift Store Manager

Job Summary:

The Thrift Store Support Associate is a floating position among all departments of the store. Duties will range from donation acceptance and sorting, department sorting, cashier assistance, general cleaning and organizing, etc. This role involves excellent customer service, maintaining a clean and organized donation area, and assisting with inventory management. The position is ideal for individuals who enjoy a dynamic work environment, participating in a variety of duties, and interacting with a diverse community. This is a part-time position. Flexible work hours, including weekends and holidays.

Supervisory Responsibilities:

none

Duties/Responsibilities:

- Organize and display donated goods to maximize sales potential. Maintain store aesthetics, ensuring products are attractively arranged and restocked regularly.
- Track donations, sort incoming items, and rotate inventory to keep offerings fresh and relevant.
- Provide back up support to other departments for breaks, or when needed.
- Politely greet donors and assist them in unloading their donations from vehicles.
- Evaluate donated items for quality, sort them into appropriate categories (e.g., clothing, furniture, electronics), and prepare them for pricing and display.
- Provide friendly and professional assistance to donors and shoppers. Answer questions about the donation process and store policies.
- Collaborate with store staff to track inventory levels and ensure that donations are properly recorded.
- Keep the donation drop-off area clean, safe, and organized at all times. Dispose of unsellable or damaged items according to store policies.
- Pricing and working within the tools/hardware/garage department during donation downtime.
- Follow store guidelines for accepting or rejecting items based on condition, safety standards, and store needs.
- Work closely with store managers and other staff to support store operations, including sales floor assistance when needed.
- Assist in our Bottles & Cans department as needed.
- Follow all health and safety guidelines, including lifting protocols and proper handling of hazardous materials or items.

Required Skills/Abilities:

- Previous experience in retail, customer service, or a related field is a plus.
- Strong interpersonal and communication skills.
- Ability to work independently and as part of a team.
- Organizational skills with attention to detail.
- Basic knowledge of different types of merchandise (clothing, household goods,
- furniture, etc.).

Education and Experience:

- High school diploma or equivalent preferred.

Physical Requirements:

- Ability to lift and move items up to 50 pounds.
- Frequent standing, walking, and lifting. Work is performed both indoors and outdoors, in varying weather conditions.

Compensation:

The starting hourly wage is $15.55 per hour. This is a part-time role. Starting wage is dependent upon experience. Accrued sick time and OregonSaves option. Brightside is not able to provide additional benefits at this time.