



# JOB DESCRIPTION

**JOB TITLE:** Thrift Store Retail Associate  
**CLASSIFICATION:** Non-exempt  
**REPORTS TO:** Thrift Store Manager  
**LAST UPDATED:** June 10<sup>th</sup> 2025

## MISSION

VINE is redefining aging and promoting the wellbeing of aging adults through programming, services, and community engagement.

## POSITION SUMMARY

Under the supervision of the VINE Home Thrift Store Manager, the Thrift Store Retail Associate will assist customers with transactions, clean and price items for sale, schedule donation pickups, assist with receiving and processing donations.

## ESSENTIAL FUNCTIONS

1. Assist customers with purchases including payment, packaging, and loading of smaller items.
2. Schedule donation pickups as directed by the Store Manager.
3. Clean and price items accordingly.
4. Assist in training volunteers with current store procedures to provide consistent quality in customer service and supervise volunteers as needed.
5. Answer the phone and assist customers in the store and when needed consult with other staff or Manager for help.
6. Cultivate a positive working relationship with all VINE staff and help promote the mission and programs of the entire organization.
7. Assist in the backroom receiving, sorting, organizing, and cleaning donations.
8. All other duties as assigned

## COMPETENCY – KNOWLEDGE, SKILLS, AND ABILITIES

- A highly organized individual with strong customer service skills.
- Experienced in retail sales and cash register use.
- Possess a positive and affirmative attitude.
- Able to follow organizational procedures, seek information and clarification as needed and then make judgments and decisions with minimal supervision.
- Willing and able to make decisions about donation acceptance based on established criteria and if unsure, seek appropriate guidance or referral from the Manager or other approved staff

## EDUCATION AND EXPERIENCE

High school graduate or its equivalent. Ability to stand for extended periods of time and lift to 30 lbs. unassisted on a regular basis.

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## POSITION TYPE

This is an hourly position up to 15-20 hours a week with potential for full-time employment. This job has flexible hours from Tuesday through Saturday from 10 AM – 6 PM. There are no Mondays, Sundays, nights or overnights. Sometimes an employee may be asked if they are available to help cover other hours of work as needed.

## SUPERVISORY RESPONSIBILITIES

This position does not supervise employees but may work with approved volunteers.

## WORK ENVIRONMENT

This position is in a retail building setting which includes a warehouse.

## PHYSICAL DEMANDS

The position includes extended hours of standing, walking, and working on your feet. There is continual moving with significant amounts of lifting, bending, walking, and moving furniture and items of all sizes. Frequent contact with the public in the store.

## TRAVEL

Minimal travel may be required for special functions or to meet at the VINE Adult Community Center.

## EQUAL OPPORTUNITY EMPLOYMENT

VINE is an equal opportunity employer and does not unlawfully discriminate against employees or applicants for employment based on an individual's race, color, religion, creed, sex, national origin, age, disability, marital status, veteran status or any other status protected by applicable law. This policy applies to all terms, conditions and privileges of employment, including recruitment, hiring, placement, compensation, promotion, discipline and termination.

## SIGNATURES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

This job description has been approved by:

Supervisor \_\_\_\_\_ Date \_\_\_\_\_

The employee signature below indicates the employee's understanding of the requirements, essential functions, and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_