



PO Box 1876 • 517 SE 3rd Street • Pendleton, Oregon 97801 • 541-276-0181

## Job Description

**Title:** Thrift Store Coordinator

**Job Summary:** Responsible for managing the PAWS Thrift Store

**Supervisor:** Designated board liaisons

**Duties:**

1. Ensure operation of the store during business hours. This includes, but not limited to, preparing the store for opening (unset alarm, turn on lights, heating/cooling and cash for your register).
2. Prepare donated items for resale (sorting, cleaning, mending, pricing). Ensure quality merchandise is stocked on shelves and adequate inventory stock levels are maintained.
3. Coordinate pricing of merchandise and special promotions of merchandise.
4. Monitor display areas. Keep displays and shelves clean, neatly arranged and attractive to potential customers.
5. Ensure there are no safety hazards in the store or outside the store.
6. Complete all associated paperwork regarding store sales.
7. Greet customers and donors in a professional, friendly, courteous, and prompt manner.
8. Encourage repeat sales and visits to the store.
9. Provide conflict resolutions for customer and donor complaints. Inform designated board liaisons of any unresolved or potential problems.
10. Schedule and oversee volunteers and maintain leadership and training with a cohesive team/work atmosphere and monitor and volunteers by following Pioneer Humane Society (PHS)/ Pendleton Animal Welfare Shelter (PAWS) and PAWS Thrift Store Directions, Goals, Policy, and Procedure.
11. Monitor Customers for potential shoplifting. Contacted Designated Board Liaison if a customer needs to be trespassed from the store.
12. Ensure cash in the register is counted at close of business, money deposited at shelter, store alarm is set, lights off, heat or cooling adjusted for night hours, and doors locked at closing.
13. Maintain communication and oversee Thrift Store volunteers.
14. Perform other duties as assigned.

**PHS/PAWS Job Description for PAWS Thrift Store Coordinator**