**SPCA Albrecht Center for Animal Welfare**

**JOB DESCRIPTION**

|  |  |
| --- | --- |
| Job Title: | Stock Room Associate |
| Department: | SPCA Thrift Shops |
| Reports to (Title): | Thrift Shop Manager |
| Working Relationships: | Thrift Shop associates, manager, volunteers, donors, customers |
| Status: | Non-exempt |
| Schedule: | Monday - Saturday |
| Job Location: | SPCA Thrift Shop |
| Job Summary: | Receive donated goods from Thrift Store dock and front entry, bring items to stock room for sorting, storage, pricing, and then display on to sales floor as directed. Assist customers when needed and as directed. Employee must be capable of lifting heavy objects such as furniture and following instructions from supervisors regarding proper pricing and procedures for storage and display of donated items. |
|  |  |
| Key Responsibilities: | * Receive, sort, price and stock donated items as directed.
* Demonstrate courteous and friendly manner at all times towards customers, donors, co-workers and volunteers.
* Perform some customer service functions including helping customers load items into their vehicles.
* Keep store and inventory clean and organized including restrooms, changing areas and stock/sorting room.
* Positively represent the SPCA Albrecht Center in a professional and respectable demeanor.
* Perform any other duties assigned.
 |
| Qualifications: | * Excellent communication and customer service skills.
* Good time-management skills and the ability to work independently, demonstrating initiative and conscientiousness.
* Ability to work in a team atmosphere in a constantly changing environment.
* A love of animals and a clear understanding of the mission and values of the SPCA Albrecht Center for Animal Welfare:

MISSIONWe strive to improve the lives of companion animals by rehoming abused, abandoned, and neglected pets while fighting for their well-being through vigorous legislative effort, humane education, and by offering affordable veterinary care for all.VALUESAlways act with transparency, integrity, respect, honesty, and responsibility, making the organization an extension of your heart. Demonstrate flexibility, innovation, and adaptability to make the organization effective in promoting love for animals. |
| Physical Requirements: | * Frequent heavy lifting required.
* Ability to stand for extended periods of time.
 |
| Additional Information: | *\* This job description does not state or imply that these are the only duties to be performed by the employee occupying the position. Employees are required to follow other job-related instructions and to perform job-related duties as assigned or requested by their supervisor.* *\*We want to make employees aware that from time to time we do humanely euthanize animals that are sick or injured beyond our capacity for treatment. Also, we may find it necessary to humanely euthanize the life of an animal who has displayed aggressive tendencies and who poses a risk to public safety or to the safety of other animals.* |