

**Sunrise of Pasco County, Inc.**  
***Job Description***

**POSITION TITLE:** Thrift Store Stock Clerk/Driver

**REPORTS TO:** Thrift Store Manager or in their absence: Assistant Thrift Store Manager

**RELATIONSHIPS:** Assists in the temporary supervision of volunteers, interns or community service workers in the thrift store. Interacts with staff, employees, customers and donors. This position is 40 hours per week (full time).

**PRIMARY FUNCTIONS:**

- Pick up donations from local donors and transport donations to Thrift Store or any other Sunrise location as needed.
- Unload donations from thrift store truck into thrift store as directed by supervisor.
- Accurately complete donation sheets and remit to appropriate office staff
- Ensure thrift store truck is in good working order and kept clean.
- Handle and sort donations at the back dock.
- Assists in the stocking and merchandising of products.
- Responsible for cleanliness, tidiness and organization of store.
- Provides support to management for orientation and training for volunteers, interns, and community service workers.
- Communicates positively and effectively with volunteers, staff, participants and customers.
- Operates the cash register in the sale of items to customers.
- Is able to work independently and as a member of a team.

**SECONDARY FUNCTIONS:**

- Other Duties as assigned.

**QUALIFICATIONS AND SKILLS:**

- Must have a minimum of a High School Diploma or equivalent
- Has good interpersonal skills and is able to work effectively with volunteers.
- Is able to use a calculator and cash register.
- Must have basic mathematic skills
- Must pass screening by FDLE and PCSO
- Must have a valid Florida Driver's License, current auto insurance and transportation
- Must be able to work with a culturally diverse community with sensitivity and professionalism.
- **Must be able to lift a minimum of 50 pounds, haul and move large heavy, awkward items including but not limited to boxes and furniture**
- Must be able climb stairs

I acknowledge that I have read, understood, and will comply with the above job description and that I have received a copy of the same.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date