

## **LAURA'S HOUSE JOB DESCRIPTION**

**JOB TITLE:** Driver and Retail Staff  
**LOCATION:** Resale Store  
**REPORTS TO:** General Manager  
**STATUS:** Non-Exempt

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**JOB SUMMARY:** Responsible for loading and unloading of pick-ups which include furniture and deliveries for the Resale Store. Additional responsibilities include but are not limited to sorting and organizing donated merchandise, cleaning the store, daily closing of store and using excellent customer service skills.

### **ESSENTIAL JOB DUTIES:**

- Daily cleanup of donation area as well as set up of donation area.
- Sort items to prepare merchandise for sales floor.
- Handle all customers in a professional manner.
- Loading and unloading of items to be sold.
- Moving and arranging items including furniture in store.
- Take items to dump when needed.
- Make sure truck has gas and check tire levels before leaving.
- Drive to donation pick-ups and unload the truck.
- Be able to account for receipts (gas and dump).
- Assist with keeping store clean and organized.
- Stock shelves and racks with new items for sale.
- Bring in items from outside of store and lock doors.
- Assist with closure of store.
- Other duties as assigned.

### **ADDITIONAL RESPONSIBILITIES**

- Collect and turn in donation, gas, and dump receipts weekly.
- Sweep whole parking lot weekly and pull weeds when needed.
- Wash truck weekly and make sure truck is free of trash inside.
- Take truck to get service when needed.
- Maintain confidentiality of clients and customers.
- Do not discuss personal issues with customers.
- Represent the Agency in a positive and professional manner.

### **EDUCATION AND EXPERIENCE:**

- Prior retail or Resale store experience.
- High school or equivalent

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Ability to cooperate and work well with others.
- Strong customer service skills required.
- Must be detail-oriented.

**JOB QUALIFICATIONS:**

- Requires long hours of standing, sometimes in one spot.
- Must be able to lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.
- Must be able to bend and/or reach in order to stock shelves and hang clothes.

Forward resume to: [resumes@laurashouse.org](mailto:resumes@laurashouse.org)