

Friends of Upland Animal Shelter
2nd Chance Thrift Shop
Thrift Shop Clerk – Processing Area

Job Type: Permanent Part-Time Position, Variable Hours Per Week
Pay Rate: Hourly Based on Experience
Location: 2nd Chance Thrift Shop, Upland, CA
Reports to: Thrift Shop Manager or Assistant Manager

The job will be part time, with variable work hours (typically 24 to 32 hours) to be worked typically between 9:30 a.m. and 6:30 p.m. daily, as assigned.

Successful applicants should have the following knowledge, skills and abilities:

Ability to lift at least 50 pounds and move furniture and heavy objects.

Strong customer service orientation and customer service skills, excellent interpersonal and conflict resolution skills; ability to prioritize and organize daily work load to ensure the most efficient use of resources strong computer skills; data input and record keeping; safe work practices; knowledge of occupational hazards and safety practices necessary in the area of retail sales; safe driving principles and practices.

Preference will be given to candidates who have knowledge of antiques and collectibles.

Successful applicants must be able to:

- Accept, process, price, and display donations
- Move furniture and heavy objects
- Act as back-up cashier
- Assist with online merchandising and sales
- Assist with store merchandising, display and promotion
- Provide training and leadership to volunteers
- Drive revenue and add creativity to operations (donation expansion, etc.)
- Perform other duties and responsibilities, as requested

Successful applications must:

- Be 18 years or older.
- Have experience working in retail sales or similar field.
- Maintain a California Class C driver's license with a good driving record.
- Have a High School Diploma or GED.

Additional qualifications:

- Secondhand Retail experience a plus.
- Online Sales/Retail experience a plus.

If you are interested in this job, please complete our [application](#), and email it to jobs@friendsofuplandanimalshelter.org or call 800-627-1545 for further information.

Positions are Open Until Filled