

Friends of Upland Animal Shelter

Warehouse and Merchandise Clerk at 2nd Chance Thrift Shop

Job Type: Part-Time, Typically 24 to 32 hours per week

Pay Rate: Hourly Based on Experience

Location: 2nd Chance Thrift Shop in Upland, CA

Reports to: Thrift Shop Management Team

Friends of Upland Animal Shelter, Inc. is dedicated to helping every adoptable animal at the Upland Animal Shelter find a loving home. 2nd Chance Thrift Shop supports Friend's mission to shelter and find loving homes for homeless pets at the Upland Animal Shelter.

We are seeking a qualified individual to fill the position of **Warehouse and Merchandise Clerk** at our thrift shop operation. This position will be primarily responsible for pick-up of donations, deliveries, storage and rotation of merchandise, and display and sales of merchandise to maximize revenue.

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.
- Ability to provide excellent customer service and work well as a team member.
- Ability to prioritize and organize daily work load.
- Knowledge of safe work practices in the area of warehousing and retail sales.
- Knowledge of safe driving principles and practices.

Successful applicants must be able to:

- Do pick-ups and delivery of heavy furniture and objects, and other items
- Move and rotate heavy items between our storage facility and thrift shop
- Accept, process, price, and display donations
- Move and display furniture and heavy objects in the thrift shop
- Act as back-up cashier
- Assist with online merchandising and sales, as needed
- 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 a retail environment.
- Have and 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.
- Knowledge of collectibles and antiques a plus.

If you are interested in this job, please complete our application, and email it to jobs@friendsofuplandanimalshelter.org or drop it off in person at 2nd Chance Thrift Shop at 1028 W. 9th Street, Upland.

Position Open Until Filled