

**Friends of Upland Animal Shelter**  
**2nd Chance Thrift Shop**  
**Thrift Shop Clerk**

**Job Type:** Permanent Part-Time Position, Variable Hours Per Week  
**Pay Rate:** Hourly Based on Experience  
**Location:** 2<sup>nd</sup> 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:

- Knowledge of antiques, collectibles, and secondhand merchandise.
- Ability to create attractive merchandise displays.
- 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 retail sales.

Successful applicants must be able to:

- Accept, process, price, and display donations/merchandise
- Move furniture and heavy objects
- Hang wall pictures and art
- Act as a cashier
- Assist with online merchandising and sales, as needed
- Drive revenue and add creativity to operations (donation expansion, merchandise display, etc.)
- Provide training and leadership to volunteers
- Perform other duties and responsibilities, as requested

Successful applications must:

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

Additional qualifications:

- Knowledge of antiques and collectibles.
- Merchandise display experience.
- Secondhand Retail experience a plus.
- Online Sales/Retail experience a plus.

**If you are interested in this job, please complete our [application](mailto:jobs@friendsofuplandanimalshelter.org), and email it to [jobs@friendsofuplandanimalshelter.org](mailto:jobs@friendsofuplandanimalshelter.org) or drop it off in person at 2<sup>nd</sup> Chance Thrift Shop at 1028 W. 9<sup>th</sup> Street, Upland.**

**Position Open Until Filled**