



Position Title: Clothing Room - Team Member

Job Description:

Assists Neighbors as they shop in clothing room.

Reports to:

Center Director

Primary Job Functions:

- Greet each neighbor by their name and introduce yourself
- Record neighbor name, time, # served in the log sheet
- Verbally provide clothing shopping guidelines and provide clothing shopping list they may refer to as they shop and ask that they follow those guidelines
- Request that as they shop for clothes they remove the hangar and leave it on the racks
- Use a box or a clean bag to pack/bag neighbor's items
- When time allows remove empty hangers from racks to be returned to the Thrift Store *
- Size shoes properly and restock shelves
- Assist in keeping clothing room clean and presentable
- Assist with restocking toiletries shelves
- Sort and hang incoming inventory from the Thrift Store to the correct areas *
- When time allows remove empty hangers from racks to be returned to the Thrift Store *
- Greet people seeking to donate
- Take donations when necessary and direct the donor to the Thrift store for future donations*

****The exception is ECHO Riverview which currently has its own small donation room for receiving and sorting clothing.***

Strengths:

Friendly disposition

Enjoys people and social interaction

Good Communication and Written Skills