



## Job Description

### Position Title

Thrift Store Assistant Driver

### Reporting to

Thrift Store Manager

## Position Summary

The Thrift Store Assistant Driver's primary function is to assist the Thrift Store Driver with the pick-up and delivery of goods, heavy lifting, shop maintenance, site maintenance and the day-to-day operations of the thrift store. The Assistant Driver will also assist, as needed, with the receiving, processing and sorting of donated items. The Thrift Store Assistant Driver will also be responsible for all other duties designated by the Executive Director and/or the Thrift Store Manager that will benefit the organization. This position interacts with the general public and will require a positive attitude and demeanor.

## Duties and Responsibilities

### General Functions

- Assists in ensuring the thrift store is kept well stocked and in an orderly, safe condition, meeting fire and building rules and codes.
- Delivers items deemed unsellable to the appropriate outlets, as directed.
- Utilizes proper lifting techniques to reduce injury risks.
- Maintains daily time sheets.
- Assists in maintaining all equipment, including the thrift store truck, as directed by the Thrift Store Manager.
- Assists in keeping the exterior of the thrift store clear of donations and debris and maintained daily.

### Miscellaneous

- Maintains confidentiality requirements of the agency.
- Reports immediately to the Department of Social Services or Law Enforcement any suspicion of abuse or neglect as required by law.
- Participates in and represents CAPA at community events and provides support at CAPA events, as assigned.
- Performs any other related duties as may be necessary to the functioning of the agency or at the request of the supervisor.

## Qualifications

- Must have excellent verbal and written skills
- Must be bondable
- Must have the ability to interact in a professional manner with the general public
- Must be 21 years or older
- Ability to work flexible hours
- Access to reliable transportation, valid driver's license, approved insurance coverage (to include being approved by CAPA's automobile insurance carrier) and clean driving record



THRIFT STORE ASSISTANT DRIVER  
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Ability to climb stairs, bend, crouch, and lift 50lbs or more and may require long periods of sitting and standing  
Must have no criminal record  
Must have no history of substantiated child abuse or neglect

Signatures indicate that the job description has been reviewed and is understood and agreed to as written, but is not a complete description of all tasks/duties required or expected of the employee. It is subject to revision or change at the sole discretion of the employer. This job description in no way is intended to represent any form of contractual agreement between the Thrift Store Assistant Driver and CAPA.