



Processing Associate

Gold Mine Thrift Store

POSITION INFORMATION

Title: Processing Associate

Type: full-time, year-round, non-exempt position; candidates interested in part-time will also be considered.

Location: Ketchum, Idaho

Reports to: Kelly Noble, processing manager

Compensation: \$18/hour (to be determined; Mon-Fri or Tue-Sat)

Full-Time Benefits: Paid vacation, paid holidays, paid sick time, 85% of health insurance premium paid by employer, retirement plan with 4% match, employer-paid AD&D policy, voluntary vision, short-term disability and dental plans.

Special Instructions: successful applicants must complete a criminal background check.

JOB SUMMARY

This individual assists with the processing, pricing, and displaying of housewares, books and clothing sorting/pricing and assists, when needed, with cashiering or receiving donations in both the thrift and possibly the consignment stores. Additional donation categories may also be assigned to this individual. The primary objective is to maximize the sales generated from these items as part of the Gold Mine Stores in delivering outstanding customer service.

DUTIES AND RESPONSIBILITIES

The Gold Mine retail stores are recognized as vibrant and eclectic stores for fashion, books, housewares, electronics, sports gear, children's wear, music, shoes, furniture, artwork, and a host of all things "Sun Valley." The Gold Mine Consign store specializes in women's fashion, performance wear, accessories, and art. The Gold Mine Stores not only generate operating funding for The Community Library Association but are also key social and cultural hubs that encourage community sustainability by recovering and reselling secondhand goods.

The successful candidate will process, price, and display items, including housewares, soft goods, books, artwork and more. This position is part of an overall Gold Mine team

that processes a wide array of donated items. The work requires quick and decisive judgment, strong initiative, and impeccable customer service skills. The processing associate will:

- Test and price housewares items
- Sort and price incoming clothing
- Provide feedback on processing to help maximize safety and efficiency
- Provide assistance with major sales and during the high sale seasons
- Provide excellent customer service
- Assist at the front counter by calling items, bagging, and cashiering
- Assist with the activities of Gold Mine volunteers
- Assist with donations and related recordkeeping
- Regularly check and conduct work related communication through a CLA-sponsored email account
- Attend all department and CLA meetings
- Quickly, effectively and safely process incoming donations into core streams:
 - Trash, soft goods/clothing, housewares, reference, off-season, sports, electronics and other.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Work occurs both indoors and outdoors and involves a high level of physical activity, including stooping, reaching, standing, and lifting and moving a wide variety of materials (up to 40 pounds; heavier items must be team lifted).

REQUIRED QUALIFICATIONS

- Demonstrated ability to work in a team; demonstrated ability to communicate with coworkers and supervisor.
- Demonstrated ability to provide excellent customer service and remain courteous and cool in challenging situations.
- Demonstrated research skills and ability to identify and price donated items.
- Demonstrated problem solving skills.
- Demonstrated ability to contribute to a spirit of diversity and inclusion consistent with the library's aims.
- Demonstrated ability to work in a busy work environment.
- Bilingual skills in English and Spanish are advantageous.

APPLICATION INSTRUCTIONS

This position is open until filled. To apply, please send a cover letter, resume, and three professional references as pdf attachments to bringit@comlib.org. Please direct all inquiries to Nicole Lichtenberg, operations manager, at bringit@comlib.org.