Gold Mine Thrift Processing/Retail Associate

Title: Gold Mine Thrift Processing/Retail 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: $21/hour
Schedule: To be determined; Mon-Fri or Tue-Sat
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.

THE COMMUNITY LIBRARY ASSOCIATION

The Community Library's mission is to bring information, ideas, and individuals together to enhance the cultural life of the community. The Community Library strives to promote literacy, encourage community conversations, provide contemplative space, foster creativity, and deepen a sense of place in central Idaho.
The Community Library Association is a non-profit cultural and educational institution supported in part by revenue from the Gold Mine Thrift and Consign Stores, and in part by private donations. As a privately-funded public institution, the Library provides broad access to a wide range of resources and services. Anyone can get a library card here for free! The Library includes robust physical and digital book collections, a vibrant slate of educational programs for all ages, computer and internet access, and the Center for Regional History, which includes the Wood River Museum of History and Culture and the historic Ernest and Mary Hemingway House and Preserve.

ABOUT THE GOLD MINE 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.

JOB SUMMARY

The Community Library seeks a full-time, year-round Processing/Retail Associate to assist with critical retail sales, donation pricing, restock 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 the consignment stores.
This position has a minimum starting wage of $21/hour, and includes benefits such as an employee discount, 4% retirement plan match and paid vacation, holidays, and sick leave, as well as health insurance benefits. Part-time applicants will also be considered.

DUTIES AND RESPONSIBILITIES

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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 Processing Associate 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 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 walking up and down stairs, 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, OR, submit a completed application, along with three professional references to bringit@comlib.org. Please use the subject line "GM Processing Associate: [First Name Last Name]." Please direct all inquiries to the aforementioned email. An application can be obtained in person at the Gold Mine, or by emailing Yira at ymassey@comlib.org. Resumes/ applications will be accepted through **end of day Monday, November9th.**