



**Sara's Treasures VOLUNTEER
THRIFT SHOP CLERK/ CAT CARE ASSISTANCE
JOB DESCRIPTION / REQUIREMENTS**

A Successful Volunteer will demonstrate the ability to:

- * Work 1 or more 5 hour shifts per week for a minimum of 3 months.
- * Arrive punctually to work.
- * Give 24 hours, or more, notice of absence.
- * Lift & carry up to 28 pounds, stand for extended periods of time and stoop to scoop boxes.
- * Gratefully and pleasantly accept donations and put them in the proper area for processing.
- * Put newly priced merchandise out on the racks and shelves in a neat and orderly manner according to the floor plan.
- * Follow all sanitation and quarantine rules and guidelines.
- * Wash shelter dishes using HOT water and the proper amounts of soap, and sometimes, bleach.
- * Work cooperatively and congenially with the Shop Manager, Assistant Manager, Shift Supervisors, Executive Director, Board of Directors and all other employees & volunteers of various ages and backgrounds
- * Communicate questions or concerns about shop business or personnel to the Manager, Assistant Manager, or a Shift Supervisor.
- * Be courteous and helpful all donors, customers, other volunteers and shop staff and all other visitors to the shop.
- * Handle cash accurately.
- * Operate cash register, credit card machine and other shop equipment.
- * Ensure shop is kept as clean, neat and safe as reasonably possible.
- * Explain SARA's mission accurately and with enthusiasm to customers, new volunteers and all other visitors.
- * Politely refer enquiries about unwanted or stray animals to a supervisor or manager.
- * Remain pleasant to everyone while working in a busy environment.
- * Demonstrate creative thinking and ability to make both independent & collaborative decisions.
- * Be reasonably available to cover other shifts in sick leave, vacation & emergency situations.
- * Care for shop cats with love, including appropriate feeding and cleaning of cat areas and checking for signs of illness (including ear mites, fleas, URI, diarrhea, stress, etc.). Communicate to Shop Manager or Assistant Manager any concerns.
- * Protect shop cats from excessive handling by customers or children.
- * Refer potential cat adopters to the Manager or Assistant Manager.
- * Other duties as assigned by Shop Manager, Assistant Manager, Supervisor or Executive Director.

QUALIFICATIONS:

Good communication skills. A working telephone with message capabilities.

ASSETS:

Drivers license in good standing. Retail experience. Fund raising experience. Animal care experience.

SARA 056

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