

Caldwell Family Centre
Job Description

Job title

Clothing Depot Co-ordinator / Day Program Worker

Wage Range:

\$18 to \$21 per hour depending on experience

Hours:

Minimum of 19.5 hours per week, generally Wednesday, Thursday, and Friday 9:00 to 2:30pm. Other hours as required

Reports to:

Manager Day Program / Foodbank

Overview:

The Clothing Depot Co-ordinator will work with volunteers to oversee the smooth operations of the Clothing Depot, as well as being available to replace staff in the Day Program as needed. This includes training staff and volunteers; sorting and stocking donated merchandise; pricing and sales; receiving and sorting all non-perishable / non-edible items donated to the centre; reception duties for the foodbank; data entry; preparing breakfast and lunch for the Day Program; and keeping statistics on services provided.

Responsibilities include:

- Receiving donated merchandise
- Recording and reporting donor contact information where ever possible
- Sorting merchandise for sale at the depot, storage or sale at the annual Bazaar fundraising event
- Pricing items for sale
- Stocking the store shelves and racks and keeping the store tidy
- Assisting shoppers
- Processing sales using a cash register
- Keeping a float and balancing cash sales
- Maintaining a safe, welcoming environment for shoppers
- Supervising and training volunteers
- Reception duties and data entry in the Day Program
- Preparing food as needed
- Cleaning dishes
- Light cleaning duties

Qualifications:

- High School Diploma or equivalent
- First Aid/CPR and WHMIS Training
- Safe Food Handling certification
- Successful Police Check
- Minimum 2 years experience working in a retail environment
- Minimum 2 years experience in a supervisory role
- Proficiency in the use of cash registers
- Positive attitude and team orientated
- Ability to adapt to change and work flexible hours
- Ability to lift 25 lbs
- Bilingual French/English is asset