

# Clothing Clerk

Classification: Temporary, Non-Exempt, Seasonal



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## JOB DESCRIPTION

### Summary

Under the direct supervision of the Headquarters Manager, this position provides service to the Charity Newsies Clients and children by providing clothing and other materials as authorized by the Charity Newsies Board of Trustees and Headquarters (HQ) Manager.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Clothing Operations

1. Review client "fill sheets" to ensure children receive everything as indicated.
2. Specific orders that cannot be filled with in-stock items due to size availability or clothing back order, etc. should be resolved through the HQ Manager as necessary.

### Clothing Re-stocking/Inventory Operations

1. On a daily basis, responsible to assigned clothing area, ensuring it is properly stocked and neatly maintained.
2. Notify the Warehouse Operations Supervisor with daily requirements for clothing to be staged for re-stocking at the close of client business.
3. Notify Warehouse Operations Supervisor and HQ Manager of any clothing sizing issues or material defects.
4. Relate to Warehouse Operations Supervisor and HQ Manager of low inventory concerns.

### Competencies

1. Communication.
2. Quality of Work.
3. Values and Ethics.
4. Flexibility.

### Supervisory Responsibility

This position has no supervisory responsibilities.

### Work Environment

This job operates in a charitable clothing environment. This role routinely uses equipment such as box cutters, phones, photocopiers, filing cabinets and fax machines.

### Physical Demands

While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling and climbing throughout the entire shift. The employee must frequently lift and/or move items that weigh more than 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

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## Position Type and Expected Hours of Work

This is a part-time position. Days and hours of work are Monday through Friday, 8:30 a.m. to 2:30 p.m. This position will be staffed during the months of July – December. No weekend, holiday or evening hours are required for this position.

## Required Education and Experience

1. High school diploma or GED, or equivalent years of experience.
2. Previous retail or customer service experience preferred, but not necessary.

## Additional Eligibility Qualifications

Eligible applicants must pass a background check. Applicants must be a resident of the United States or show proof of work eligibility upon employment.

## AAP/EEO Statement

Charity Newsies provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Charity Newsies complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. Charity Newsies expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Charity Newsies' employees to perform their job duties may result in discipline up to and including discharge.

## Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.