

Project Safe Thrift Store
Volunteer Job Description

Thank you for taking the time to help the community!

We are looking for stylish, fashion-forward, or passionate volunteers to assist with the running of our Thrift Store! A hefty chunk of our budget comes from Thrift Store proceeds, and that money directly funds Project Safe services for victims of domestic violence and their families. We financially assist with rent payments, security upgrades, legal representation, and so much more very expensive but very important services for survivors. All volunteers will be trained on how to carry out their respective responsibilities, as well how to recognize and refer victims of domestic violence in their personal life to us!

Responsibilities:

- 1.) Greet and assist customers as they arrive. Ask them if they have been to the store before. If not, explain that all proceeds directly benefit Project Safe's services for victims of domestic violence and their families.
- 2.) If an individual makes a donation, thank them graciously for thinking of us! Direct them to the cashier who can give them a receipt for tax purposes, and take the donated items to the back room.
 - a. Alert a Thrift Store staff member if a donor specifies an item specifically for shelter clients.
- 3.) Sort and organize donations and put them out onto store shelves appropriately. (*May require heavy lifting*)
 - a. Check appliances/electronics to see if they work. Label them "works" and place them on shelves. If not, **recycle** it in a scrap metal bin.
 - b. Organize clothing by type. Check to see if clothing is significantly stained, dirty, or ripped. If so, it can be thrown out. Any unwanted or lower-quality clothing should not be sold on the floor and can be **recycled**.
 - c. Organize shoes by color and type. Make sure there are two matching shoes and that shoes can be sold. If not, **recycle** them in red potato sacks using rubber bands. Any single shoes or shoes with holes, peeling soles, or tears can be thrown away.
 - d. Place all recently donated books in the New Arrivals section.
 - e. Seasonal/holiday items can be boxed appropriately and put away until the holiday comes.
- 4.) All items should be priced before being displayed. Refer to the store's price list by the register. Project Safe does not negotiate prices, as all of our proceeds directly fund our services.
 - a. Jewelry and furniture will be priced by staff.
- 5.) Organize store racks and shelves.
 - a. Collect empty hangers off of clothing racks and place them in the back room.
 - b. Collect stray clothing from around the store and hang in the appropriate section of the store.
 - c. Return stray items to their correct shelves.
 - d. Ensure all garments hang in the same direction.
 - e. Ensure hangers are the appropriate size for the garment. Replace wire hangers with plastic, and place wire hangers in a scrap metal bin for **recycling**.
 - f. Button top button on shirts, pants, skirts, etc. and zip all zippers.
 - g. Organize all linens by type and size.
 - h. Check sizes of clothes and place plus size and maternity clothes in appropriate sections.
 - i. Go through clothing on shelves and check its condition.
- 6.) Dust, mop, vacuum, straighten, and generally clean the store, including the back area. Trash from the back room, bathroom, office, and register area can be taken to the dumpster.

A few reminders:

- Remember to always sign in and out (including before and after lunch breaks).
- Donations are taken every day, *except Wednesdays and Thursdays*, unless otherwise stated.

- We regularly do estate sale pickups. You may be asked to assist with this task.
- Please limit cell phone use while volunteering at the Thrift Store.
- There is no smoking allowed inside the Thrift Store. Please limit “smoke breaks” while volunteering.
- Please limit food consumption to the back of the store and to one break (or two set breaks during longer shifts.)
- Remember that you are representing Project Safe as a volunteer, so please dress in an appropriate, professional manner.
- If at any time you are unsure of what to do, ask for help!

*I have read, understood, and **been shown** the tasks expected of me as a volunteer at the Project Safe Thrift Store. I affirm that I am able and willing to complete these tasks under the supervision of Project Safe staff.*

Name: _____

Signature: _____ Date: _____

THANK YOU FOR DONATING YOUR TIME AT PROJECT SAFE!