MEOW Thrift Shop Receiver Position Description

We are looking for our next MEOW Thrift Shop Receiver at our MEOW Charity Thrift Shop North location. This role reports to the Thrift Shop Manager.

Position Details

- 10 to 15 hours a week.
- Must be available Sundays and Mondays for daytime shifts as well as being able to offer a few other daytime shifts during the week.
- Retrieve donations, lifting items up to 50 lbs., and carry items up and down stairs.
- Assist donors with bringing in items.
- Greet and provide information to donors.
- Participate in/facilitate donations being loaded for transport.
- Be knowledgeable about what can and cannot be donated.
- Determine whether or not donated items have value or need to be moved on.
- Clean, test, and sort donations.
- Keep the upstairs receiving area neat, tidy, and organized.
- Package items safely and ensure they are suitable and desirable for resale.
- Keep a stock of cardboard boxes and bags, as needed.
- Daily management of the garbage and recycling/e-cycling.
- Effectively communicate with the Manager.
- Ensure all Occupational Health and Safety policies are adhered to and safety procedures are followed to a high standard.
- Submit timesheets in an accurate and timely manner.
- Restock the floor with merchandise when needed.
- $15/hr

You will also be trained in the Front of Store role:

- Greet and assist customers in a friendly and kind manner.
- Ring customers' purchases through the till, handle cash, and wrap/box items.
- Organize, clean, and stock the store with retail, MEOW made, MEOW merch, and Thrift items.
- Inform customers about MEOW Foundation's mission, programs, and events.
- Answer customers' questions about the MEOW Thrift donation process, volunteer involvement, current sales, and upcoming events.
- Address customer complaints and feedback in a kind and professional manner.
- Scan and alert management of potential security and/or safety issues.

Benefits and Perks

- Work with a caring and knowledgeable team of staff and volunteers.
- Free parking.

Working Conditions

- This is a part-time position.
- Workdays are from Sunday to Saturday.
- Daily, this position requires the incumbent to sit, pull, push, crouch, stand, bend, scoop, carry walk, kneel, reach overhead, and lift up to 50 lbs.

Qualifications

- Keen interest to help MEOW Foundation provide cat care through Thrift Shop sales.
- Exceptional verbal and written communication skills.
- Responsible and punctual.
- Physically fit.
- Exceptionally organized and detail-oriented.
- Multi-task and problem-solve, as needed.
- Self-starter and curious learner, with a passion for continually improving.
- Ability to lift 50 lbs.
- Willingness to clean donated goods.
- Effectively work independently and with the team.
- Diplomatic, patient, and confident to help resolve issues and communicate kindly and effectively with others.
- Highly developed cooperation and collaboration skills.
- Compassionate, mature, thoughtful judgement and behaviour.
- Computer literate.

How to Apply

If this role sounds like something you'd excel in, please apply. Please apply for the position by emailing your resume and a cover letter **careers@meowfoundation.com**. **In the cover letter, please include your availability.**