



## **Intake/Stocking Associate, Part-Time**

The Idea Store Creative Reuse Center, a 501(c)(3) nonprofit organization based in Urbana, Illinois, is seeking a part-time person to work in our donation intake and stocking areas. All the store's merchandise is donated by local residents and businesses, and the store is assisted by a dedicated group of volunteers.

You will also be cross trained to work at the register.

Part-Time Hourly: 12 hours minimum per week

Pay Rate: \$14.00 per hour

### **Primary responsibilities:**

1. Receiving donations from the intake area.
  - Collect donations and engage with donors
  - Evaluate items for mold, safety, and donation criteria
  - Weigh and record all intake
  - Sort donations
2. Preparing items for sale and restocking the sales floor.
  - Clean, repair, count pieces before pricing
  - Research and evaluate items to price
  - Help maintain an organized and safe warehouse space
3. Providing customers with assistance and checkout when needed.
  - Cover the register during cashier breaks and busy times
  - Assist customers on the sales floor with questions

### **Qualifications**

- 1 year of retail experience, receiving and stocking preferred
- Strong interpersonal skills
- Clear communication and organization skills
- Ability to stand and walk for extended periods of time
- Ability to bend, stoop, and climb

### **Knowledge, Skills, and Abilities**

- Ability to engage with the public and provide excellent customer service in person and via phone
- Experience working in retail, thrift stores, and/or art supply stores
- Ability to contribute to a nonprofit or mission-driven environment

This position is open until filled. You can pick up an application in the store at the register or fill out an application online at: <https://www.the-idea-store.org/careers>

*The Idea Store is an Equal Opportunity Employer*