



**ST. VINCENT DE PAUL**  
ASSISTANCE • SHELTER • HOPE

## **ST. VINCENT DE PAUL**

### **NON-EXEMPT JOB DESCRIPTION**

<b>POSITION TITLE:</b>	<b>Deconstruction Depot Representative</b>	<b>REPORTS TO:</b>	<b>Store Manager</b>
<b>ORIGINATED BY:</b>	<b>Store Manager</b>	<b>DATE ORIGINATED:</b>	<b>February 2010</b>
<b>DEPARTMENT:</b>	<b>Charitable Enterprises</b>	<b>LOCATION:</b>	<b>Community Store</b>

**EMPLOYEE:** \_\_\_\_\_

<small>PRINTED NAME</small>	<small>SIGNATURE</small>	<small>DATE</small>
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**MANAGER:** \_\_\_\_\_

<small>PRINTED NAME</small>	<small>SIGNATURE</small>	<small>DATE</small>
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#### **A. GENERAL SUMMARY AND PURPOSE**

The Deconstruction Depot Representative is responsible for operating the cash register, assisting customers, stocking and maintaining inventory of merchandise, and assisting in maintaining the store in a clean and orderly manner. This individual provides a high level of customer service to store customers, working to ensure their positive purchasing experience. The Deconstruction Depot Representative has extensive knowledge of reclaimed building materials including how to reuse and repurpose those materials.

#### **B. ESSENTIAL JOB FUNCTIONS**

1. Operate the cash register at point of sale.
2. Assist customers as needed.
3. Assist in the stocking of merchandise.
4. Assist in maintaining the store in a clean and orderly condition.
5. Assist with removal of merchandise from stock when considered to be in less than presentable condition for sale.
6. Assist in the pricing of merchandise as needed.
7. Assist customers with product identification of various varieties of wood and historical architectural items that are for sale at the Deconstruction Depot.

**C. DECISION-MAKING AUTHORITY**

- Consults with Store Manager regarding all concerns and/or decisions outside of normal and usual responsibilities.
- The Deconstruction Depot Representative makes decisions that are routine in nature and follow established rules and procedures.

**D. CONTACTS WITHIN/OUTSIDE THE AGENCY**

	<u>WHOM</u>	<u>FREQUENCY</u>	<u>PURPOSE</u>	<u>METHOD</u>
<u>INTERNAL:</u>	Store Manager	Daily	Reporting	Verbal/Written
	Community Store staff	Daily	Supervision	Verbal/Written
	Other SVdP staff	As Needed	Collaboration	Verbal/Written
<u>EXTERNAL:</u>	Customers	Daily	Customer Service Point of Sale	Verbal
	Donors	As Needed	Collection of Goods	Verbal
	Clients	As Needed	Customer Service	Verbal
	Volunteers	As Needed	Collaboration	Verbal

**E. EDUCATION REQUIRED**

REQUIRED   PREFERRED

     High School Diploma or equivalent

**F. EXPERIENCE REQUIRED**

REQUIRED   PREFERRED

     1 year   Work in a retail environment with cash register experience

     2 years   Work experience in the building materials industry

     Demonstrated ability to identify various varieties of wood

     General marketing skills

     General/basic carpentry skills to repurpose reclaimed building materials

## **G. SKILLS REQUIRED**

- Verbal/written communication skills
- Ability to read and perform simple mathematical functions at the high school level
- Demonstrated ability to effectively interact with diverse populations
- Demonstrated, excellent customer service skills

## **H. OTHER JOB REQUIREMENTS**

- Work overtime as requested
- Furnish a reliable, personal means of transportation in order to accomplish work objectives
- Work in various areas of the facility as required
- Work a nonstandard work week as needed
- Work evening or night shift hours as needed
- Must be able to lift and carry up to 50 pounds for short distances
- Must be able to stoop and stand for long periods of time

### **DISCLAIMER:**

**THE INFORMATION CONTAINED WITHIN THIS JOB DESCRIPTION INDICATES THE GENERAL NATURE AND LEVEL OF WORK PERFORMED BY EMPLOYEES WITHIN THIS CLASSIFICATION. IT IS NOT DESIGNED TO CONTAIN OR TO BE INTERPRETED AS A COMPREHENSIVE INVENTORY OF ALL DUTIES, RESPONSIBILITIES AND QUALIFICATIONS REQUIRED OF EMPLOYEES ASSIGNED TO THIS JOB.**