



Employment Opportunity

Position Title: Depot Assistant	Position Number: 2019-83
Department: Thrift Shops Work Site: Sidney Thrift Shop 9781 Third Street, Sidney BC	Days/Hours of Work: Saturday 8:30am to 5:00pm, plus vacation coverage
Remuneration: \$16.00 per hour plus 8.6% in lieu of benefits	Posting Period: Until Filled
Start Date: As soon as possible	Status: Casual Union: Exempt

JOB SUMMARY:

Beacon Community Services is an award-winning and Accredited not-for-profit that helps people and improves lives through a range of programs and services. We offer a competitive salary and a rewarding, stimulating work environment.

Beacon Community Services Thrift Shops operate throughout the CRD. Each location serves individuals in the community by providing quality items at affordable prices. Our Thrift Shops are a success due to our team of dedicated volunteers and staff.

The Depot Assistant assists with the overall operation of the Donation depot area and smooth transition of donations to the retail thrift shops.

DUTIES AND RESPONSIBILITIES:

- Ensuring that the thrift shop donation depot is a safe environment for staff, volunteers and customers by following the Beacon Community Services Health and Safety Program and Policy and Procedures.
- Following Donation Safety Guidelines - Accepting donations, sorting, pricing items and politely declining unsellable items.
- Prepare deliveries for Brentwood and Victoria Thrift shops.
- Keep Sidney Thrift Shops stocked with clothes, and other items as required by the volunteers.
- Transport priced and volunteer-priced items to the other Sidney Thrift Shops.
- Place priced items on the retail shelves, organize shelves as needed, tidy retail space, remove garbage and recycling as needed.
- Supporting volunteers - assist volunteers in running shop
- Welcome, engage, and thank the volunteers every shift.
- Direct any donation pick up inquiries to Thrift on Fourth.

- Retail layout and display – frequent walks throughout the shop daily to maintain organization and cleanliness, colour blocking, and putting new items on the appropriate shop shelves
- Customer service – assisting volunteers with daily duties, assist customers with loading or unloading items into their vehicles, informing customers of our policies and procedures and ensuring there is consistency with them for all shifts.
- Maintaining a clean depot area – daily trash and recycling removal, clean floors when possible, keep outside area clean and organized.
- Communicate with the manager any feedback or ideas for the thrift shops.
- Familiarity with the operations of Sidney, Brentwood, and Victoria Thrift Shops.
- General knowledge of Beacon Community Services.
- All other duties as required.

QUALIFICATIONS/REQUIREMENTS:

- Experience working with the Public or in a Community Service Sector
- Physically able to lift 40 pounds, work inside or outside on feet for entire shift
- Experience working within a Thrift Shop environment
- WHMIS Certification (to be renewed bi-annually)
- Clear Police Criminal Record Check

KNOWLEDGE/SKILLS

- Familiarity with the operations of a Thrift Shop
- General knowledge of Beacon Community Services.
- Ability to establish and maintain effective relationships with the general public, co-workers and volunteers
- Promote a positive team environment.
- Ability to work independently and within a team environment
- Ability to motivate, inspire, provide direction and effective guidance to volunteers
- Ability to express ideas effectively, both verbally and in writing.

WE LIVE SAFETY!

The safety of our clients, staff and volunteers is a priority of Beacon Community Services. We promote healthy and safe working conditions in all of our operations. We are committed to continuously improving safety and *it is essential to this position*. We further support safety through the active participation and co-operation of management, supervisors, workers and joint occupational health and safety committees.

APPLICATIONS

All interested applicants can [Apply Now!](#) quoting the position vacancy number 2019-83. Please note only those applicants who are selected to continue in the recruitment process will be contacted.